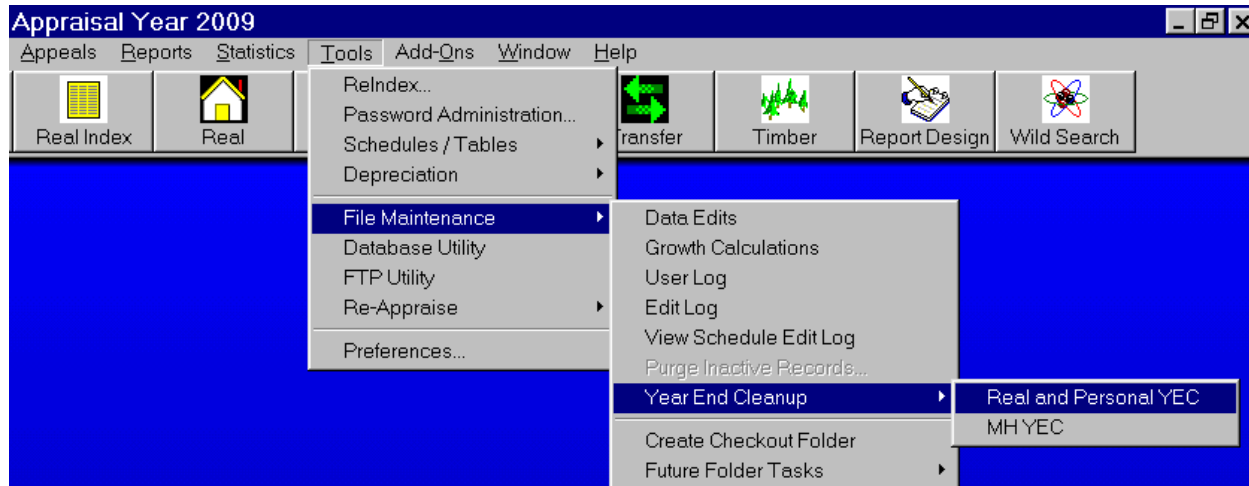


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Year End Cleanup

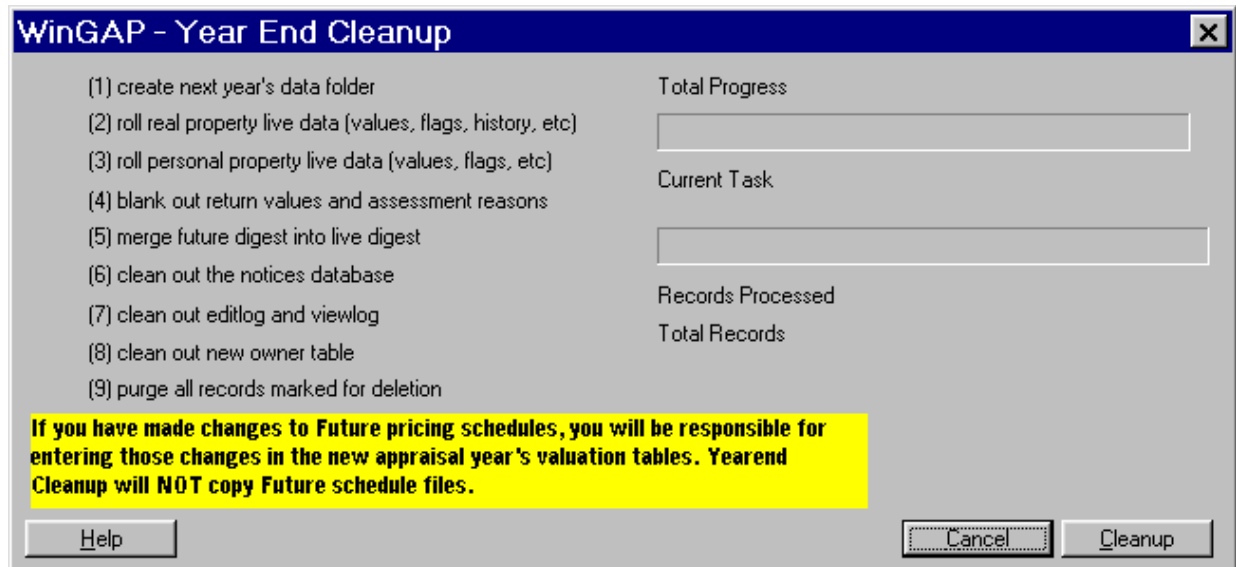


The **Year End Cleanup** option on the **Tools >> File Maintenance Menu** produces a submenu with two options: **Real and Personal YEC (Year End Cleanup)**, and **MH YEC (Manufactured Housing Year End Cleanup)**. Each of these options are explained below.

- **Real and Personal YEC**

After all work on the County's tax digest has been finished for the year, the tax digest has been approved, and prior to beginning digest work for next year, the **Real and Personal YEC** option on the **Tools >> File Maintenance >> Year End Cleanup** Menu, above, should be performed.

Clicking on the Year End Cleanup option produces a window that informs the user of the actions that Year End Cleanup will perform, as seen below.



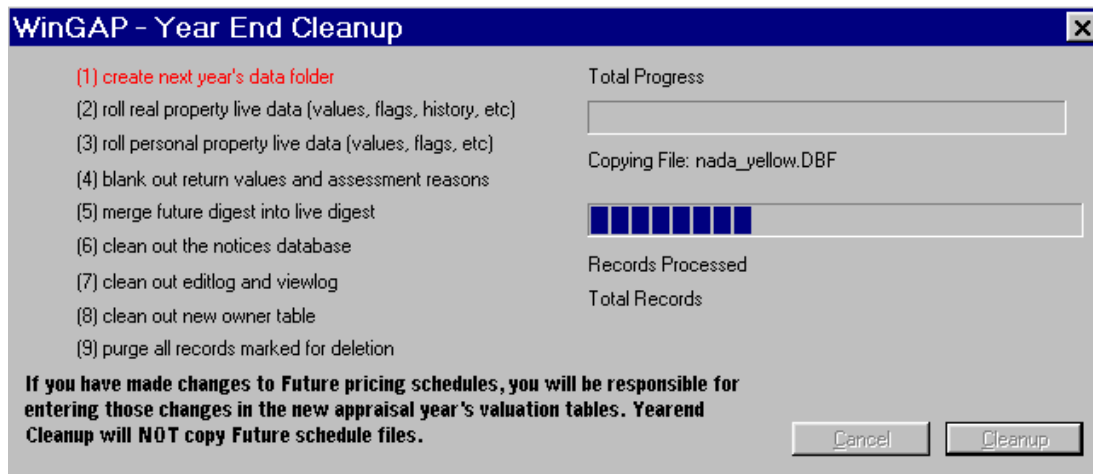
WinGAP Technical Workshop

As shown on the screen, Year End Cleanup performs nine different procedures:

- 1) Create next year's data folder;
- 2) Roll real property live data, such as values, flags, and history into next year's data folder;
- 3) Roll personal property live data, (values, flags, etc.) into next year's data folder;
- 4) Blank out return values and assessment reasons;
- 5) Merge future digest into live digest;
- 6) Clean out the notices database;
- 7) Clean out editlog and viewlog;
- 8) Clean out new owner table;
- 9) Purge all records marked for deletion.

These procedures should be read carefully. If the user is unsure whether to perform these procedures, the Cancel Button should be clicked to return to the main WinGAP screen. Otherwise, the Cleanup Button should be clicked to begin Year End Cleanup. As this process goes forward two bar graphs will display the progress, and the description of each item being processed in the list of procedures will first turn red, then blue when it is completed, as is seen in the two images below and on the next page. Various messages will also display between the two bargraphs as the Year End Cleanup process continues. Depending upon the number of real property parcels, personal property accounts, improvements, sketches, etc., the process could last from less than a minute to a few minutes.

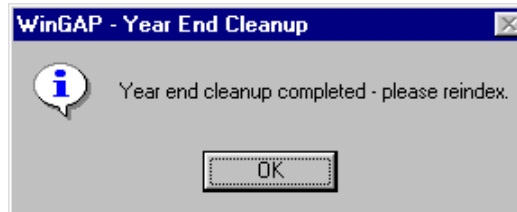
NOTE: As highlighted on the Year End Cleanup form in YELLOW, if the Assessors' Office has made changes to the Future pricing schedules, those changes must be re-entered in the new appraisal year's schedule tables. Year End Cleanup will NOT copy schedule files.



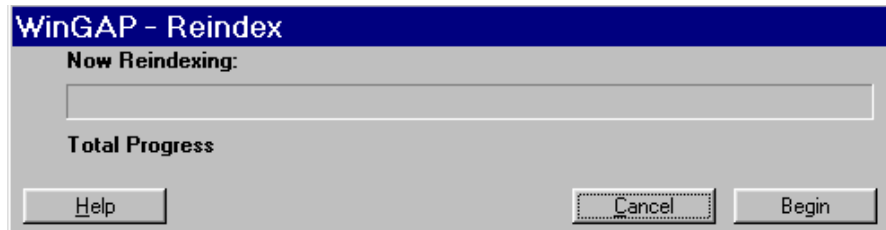
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When Year End Cleanup is finished, a reindex message will appear informing the user of the need to reindex, as shown below.



Clicking the OK button will produce the Reindex window, below, where the Begin Button can be clicked to start the reindex process. When reindexing is finished, the user will be returned to the main WinGAP screen.

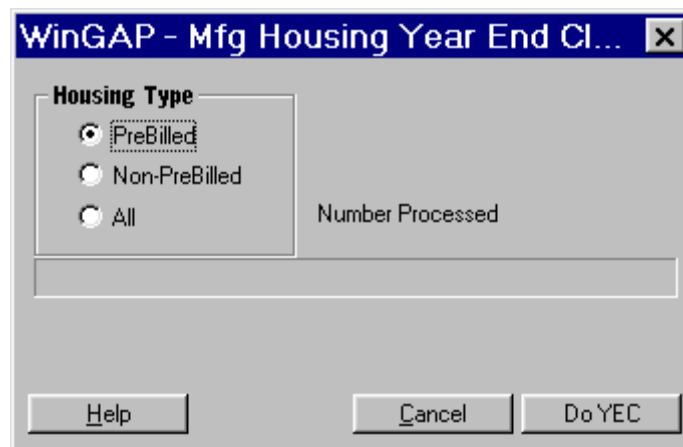


- **MH YEC**

NOTE: If the Manufactured Housing Year End Cleanup was run after the MH Digest Export was concluded, it should not be run with this option unless there are changes that need to be incorporated into the previous year's data.

After all work on the County's Manufactured Housing digest has been finished for the year, the tax digest has been approved, and prior to beginning digest work for next year, the **MH YEC** option on the **Tools >> File Maintenance >> Year End Cleanup** Menu, above, should be performed. Selecting this option will produce the MH Housing Year End Cleanup Form, as seen on the next page.

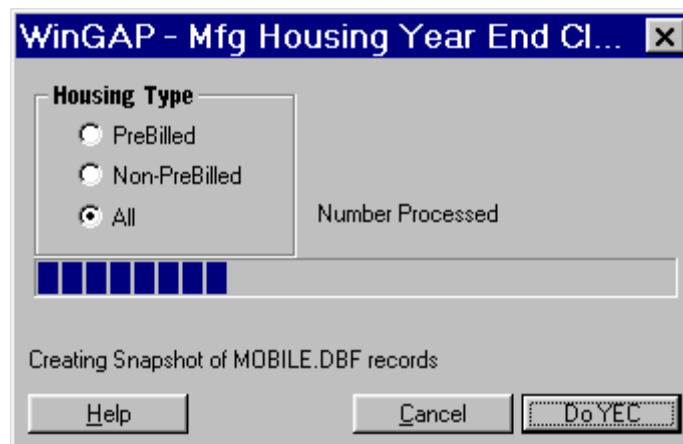
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The dialog box titled "WinGAP - Mfg Housing Year End Cl..." contains a "Housing Type" section with three radio buttons: "PreBilled" (selected), "Non-PreBilled", and "All". To the right of these buttons is the text "Number Processed" above a horizontal progress bar. At the bottom are three buttons: "Help", "Cancel", and "Do YEC".

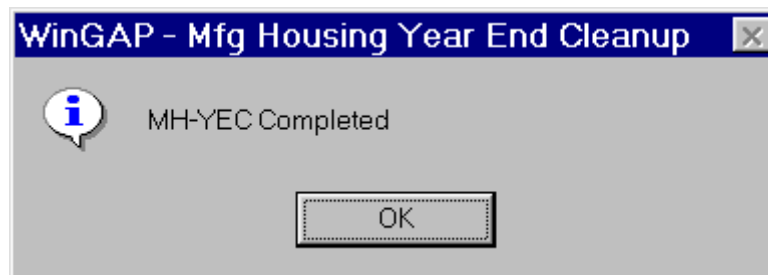
The Housing Type section on the form will default to PreBilled Manufactured Housing. This or either of the other two Housing Type options can be selected to proceed. The Do YEC button should be clicked to start the Year End Cleanup process.

Various messages and a bar graph will display on the Year End Cleanup form as the records are processed, as seen below.



The dialog box is in the same state as the previous image, but the "Do YEC" button is now disabled (grayed out). Below the "Housing Type" section, a bar graph consisting of seven blue vertical bars is displayed. Below the bar graph, the text "Creating Snapshot of MOBILE.DBF records" is shown. The "Help", "Cancel", and "Do YEC" buttons remain at the bottom.

At the conclusion of the process, the user will be informed that the Manufactured Housing Year End Cleanup has been completed, as seen below.

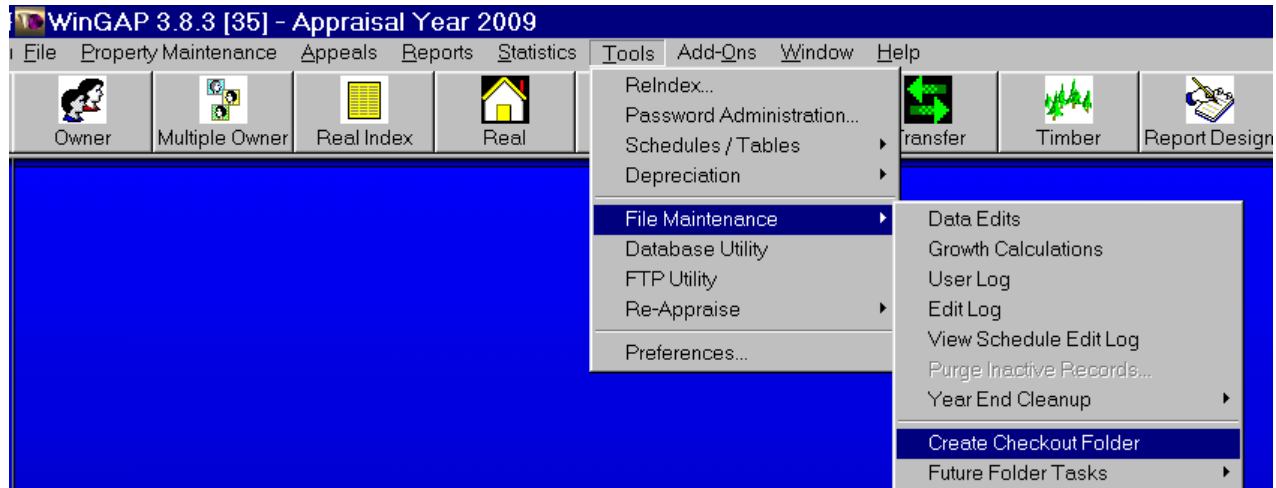


The dialog box titled "WinGAP - Mfg Housing Year End Cleanup" displays an information icon (a blue 'i' in a circle) next to the text "MH-YEC Completed". At the bottom center is a single "OK" button.

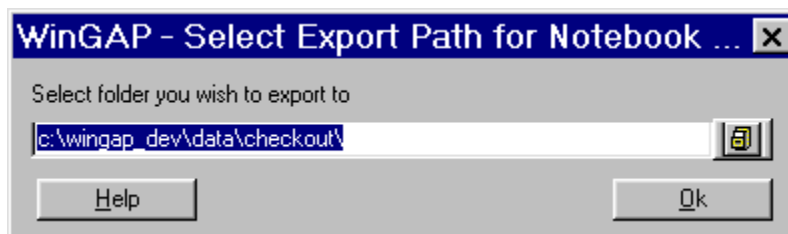
Clicking the OK button will return the user to the Year End Cleanup form, where Cancel can be clicked to return to the WinGAP main screen.

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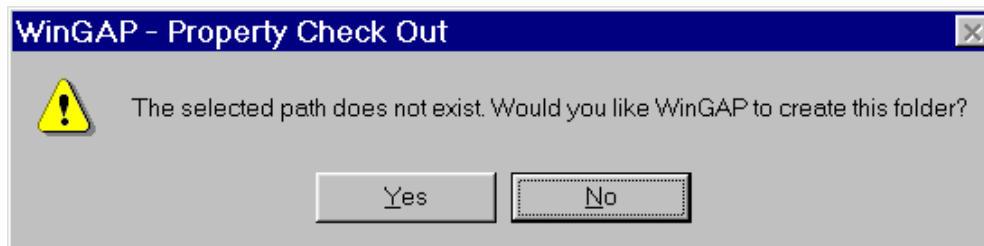
Create Checkout Folder



In order to use the Check Out and Check In capabilities of WinGAP, a Check Out Folder must be created. This is done by clicking on the **Create Checkout Folder** option on the Tools Menu. This will produce the Select Export Path for Notebook form. **Note: It is advisable that all users be out of WinGAP when the Create Checkout Folder process is run.**

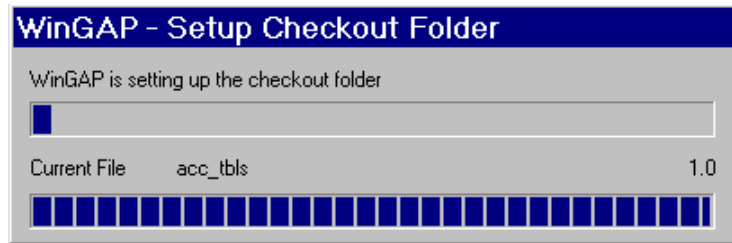


The location of the Checkout folder must be selected. The default is the Checkout folder within the Data folder within WinGAP. If a different folder is desired, the user can key that path, beginning with the drive designation, into the field on the Form, or use the "Browse" button to the right of the field to navigate to the desired folder. If the folder does not exist, WinGAP will ask if the folder is to be created.



Clicking Yes will begin the creation of the Check Out folder. Various Bar Graphs will appear, next page, as files are copied to the new folder.

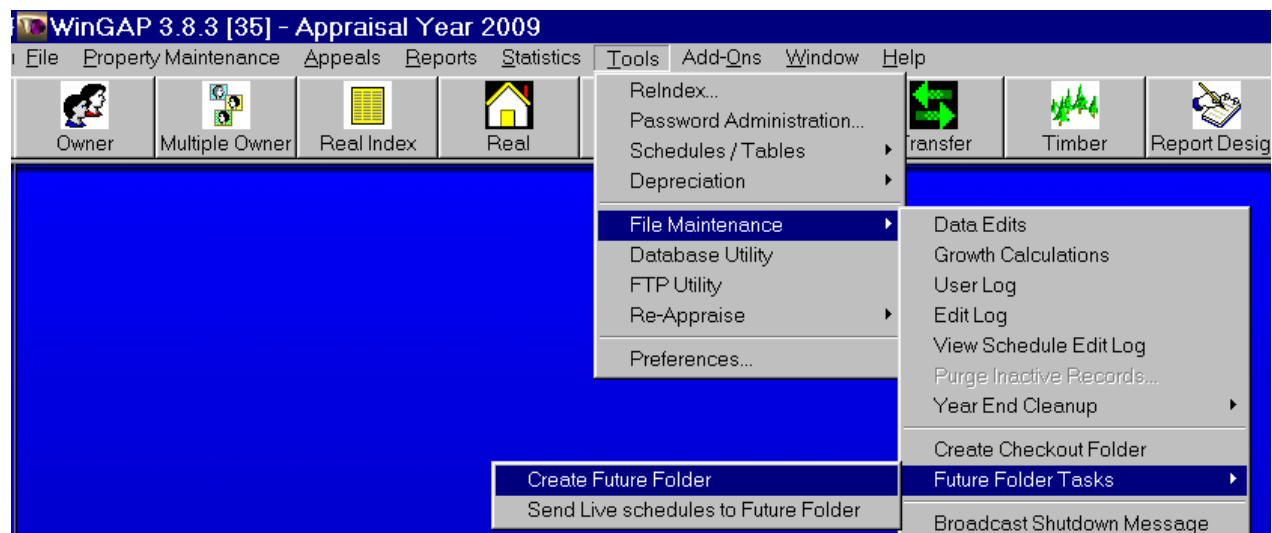
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At the conclusion of the process the user will be returned to the main WinGAP screen. The Create Checkout Folder process creates a new folder on the path defined above and copies a set of empty data files and completed set of schedule files to the newly created folder.

Caution: If the Checkout folder already exists, a new set of files are copied overwriting the existing files. No prompt is issued that the Checkout folder already exists. If parcels have been checked out from either the field unit (notebook) or Main System (office) and not checked in, do not create a Checkout folder. The routine could overwrite critical data.

Future Folder Tasks



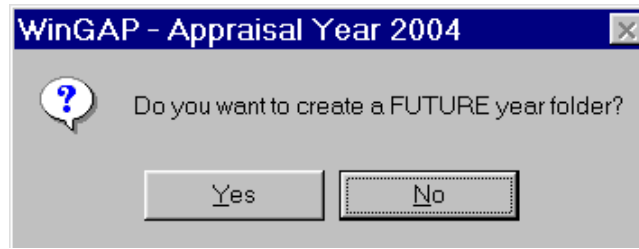
The **Future Folder Tasks** option on the **Tools >> File Maintenance Menu** produces a submenu with two options: **Create Future Folder**, and **Send Live Schedules to Future Folder**. Each of these options are explained below.

- **Create Future Folder**

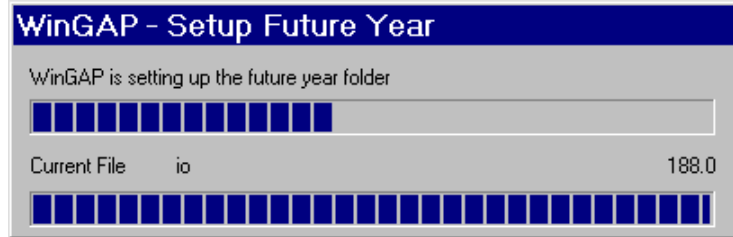
In order to use the Future Module in WinGAP, a Future Folder must be created in the current Appraisal Year folder. **Note:** It is advisable that all users be out of WinGAP when the Create Future Folder process is run.

After clicking on the **Create Future Folder** option the user will receive the message on the next page.

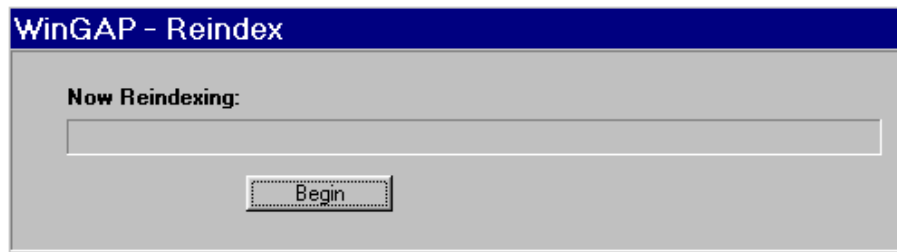
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If the Future Folder is to be created at this time, Yes should be clicked. WinGAP will begin the process of creating the Future Folder. As this is done, various Bar Graphs will appear, such as the one below, as the Future Folder is created and the necessary files are copied to the Future Folder.



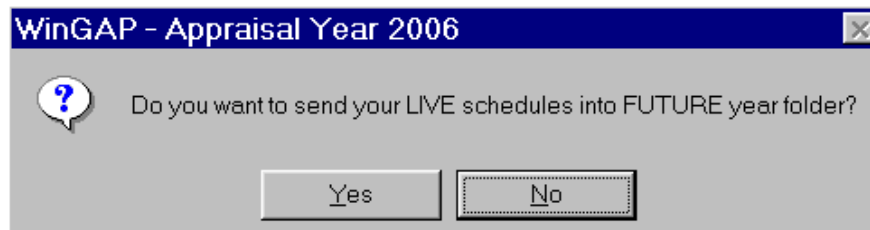
At the conclusion of copying, WinGAP will produce the Reindex Form, seen below, where the Begin Button should be clicked to Reindex the files in the Future Folder.



At the conclusion of Reindexing, the user will be returned to the main WinGAP Screen.

- **Send Live schedules to Future Folder**

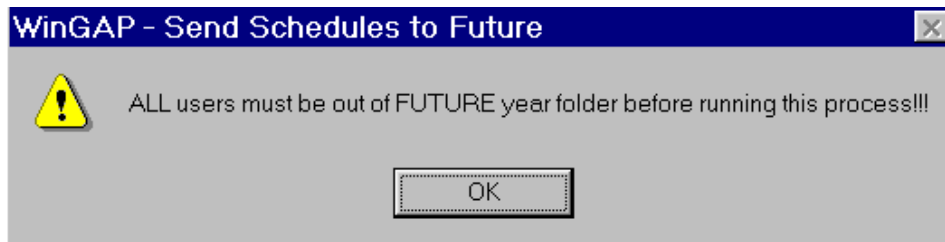
The Send Live Schedules to Future Folder option copies all schedule files to the future subfolder and should be used when schedule updates have taken place and the updates are needed in the future.



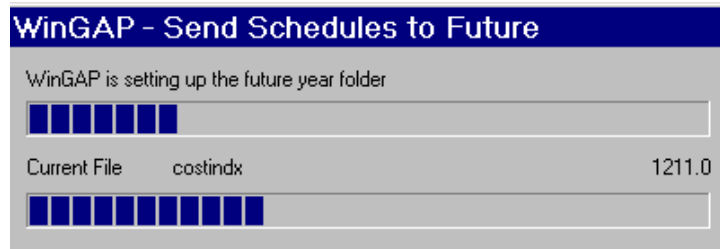
To update the Future Folder with the live schedules, the Yes Button on the window on the previous page should be clicked. Pressing Enter on the default No Button will return the user to the main WinGAP screen.

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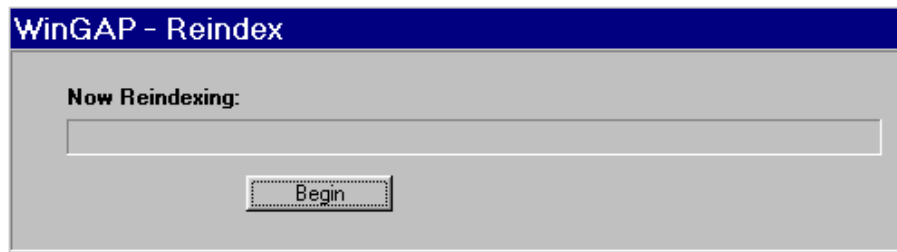
After clicking the Yes Button, the user will receive the message below that all users must be out of Future before proceeding.



The OK Button should be clicked, and WinGAP will send the live schedules to the Future Folder. As this is done, various Bar Graphs will appear, such as the one below.



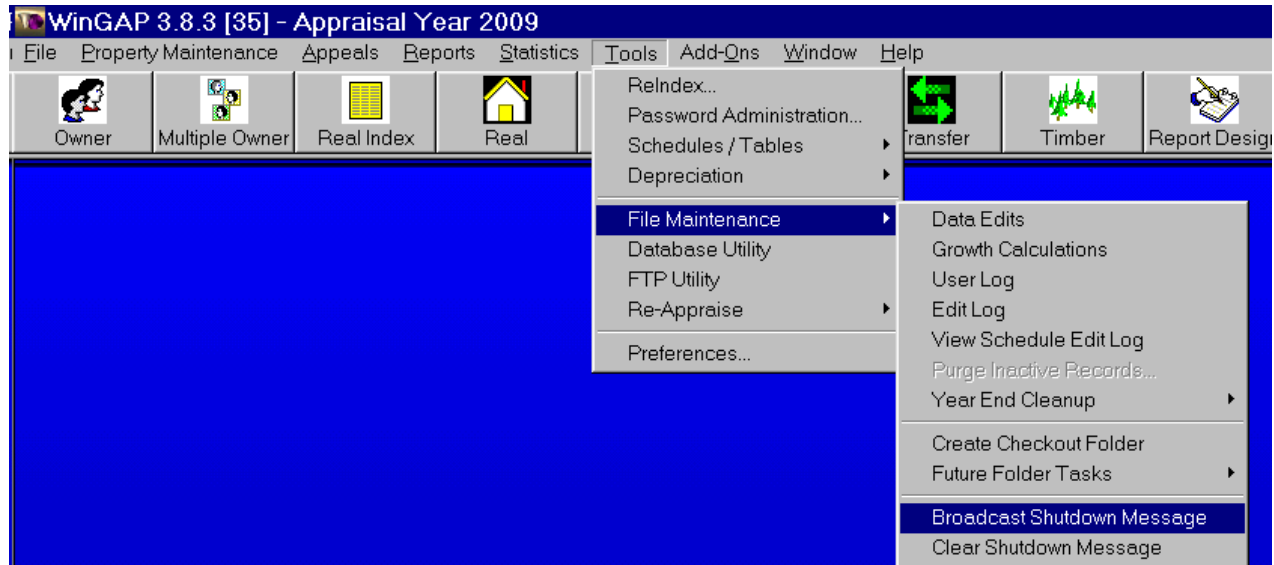
At the conclusion of copying, WinGap will produce the Reindex Form, seen below, where the Begin Button should be clicked to Reindex the files in the Future Folder.



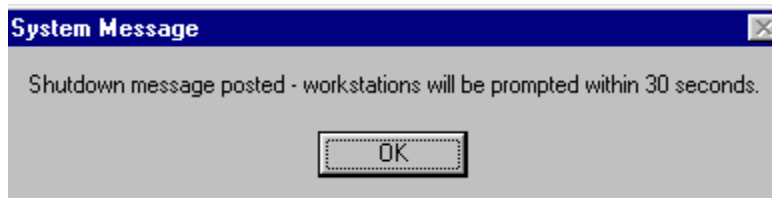
At the conclusion of Reindexing, the user will be returned to the main WinGAP Screen.

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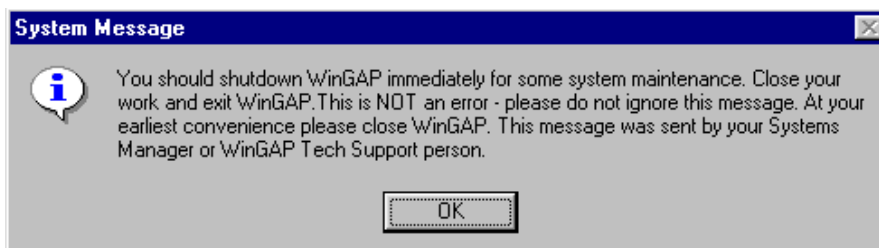
Broadcast Shutdown Message



When WinGAP is run on networks, occasionally it is necessary to get all users out of the program to perform certain WinGAP maintenance functions, such as reindexing, year end cleanup, or program updates. The **Broadcast Shutdown Message** option on the Tools>File Maintenance Menu makes it easy for the WinGAP System Manager or WinGAP Technical Support agent to send a message to all WinGAP users that they need to temporarily get out of WinGAP. Clicking the Broadcast Shutdown Message produces the following window, informing the Systems Manager that the message has been sent over the network.



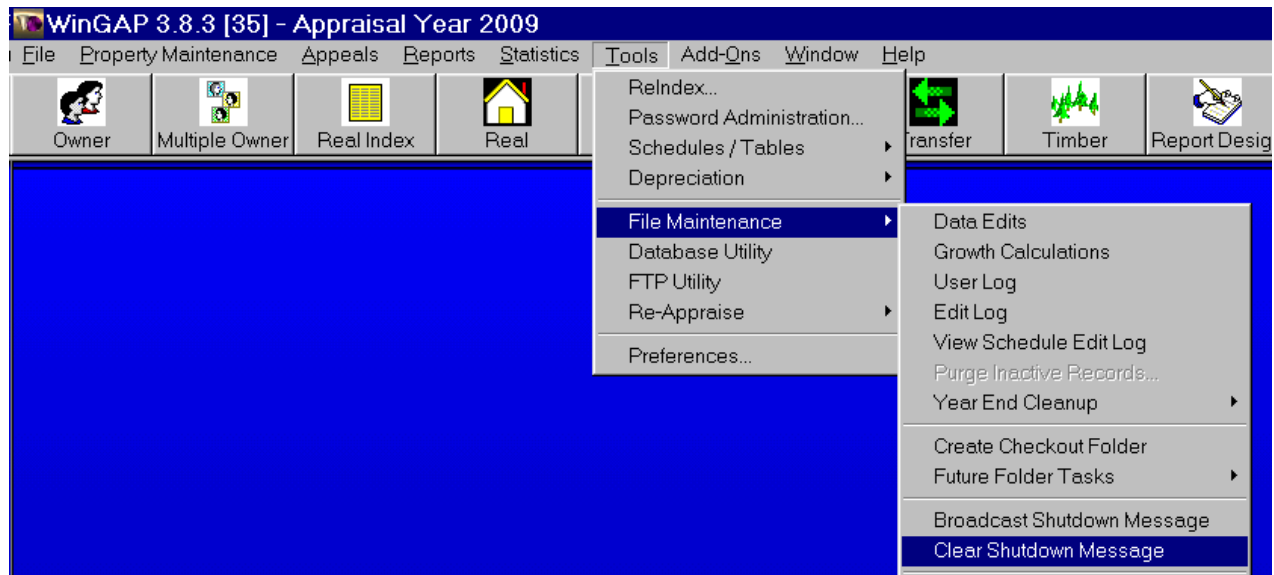
Within 30 seconds of the Systems Manager sending the message, users on each computer on the network that are running WinGAP at the time the message is sent will receive the following message.



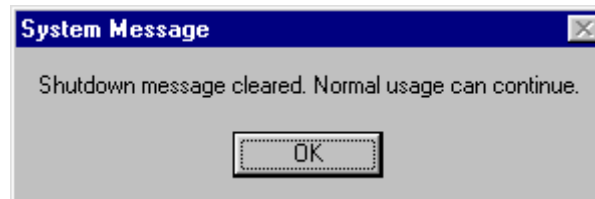
Until the user exits WinGAP, they will continue to receive this message about every 30 seconds. The message is generated by a text file that the Systems Manager sends to each users' computer. Once the system or program maintenance is finished, the Systems Manager can delete the message text file on each users' computer so that the Shutdown Message will not reappear once they go back into WinGAP (see Clear Shutdown Message, discussed next). The users must be told verbally or by other means that WinGAP is once again available for use.

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Clear Shutdown Message



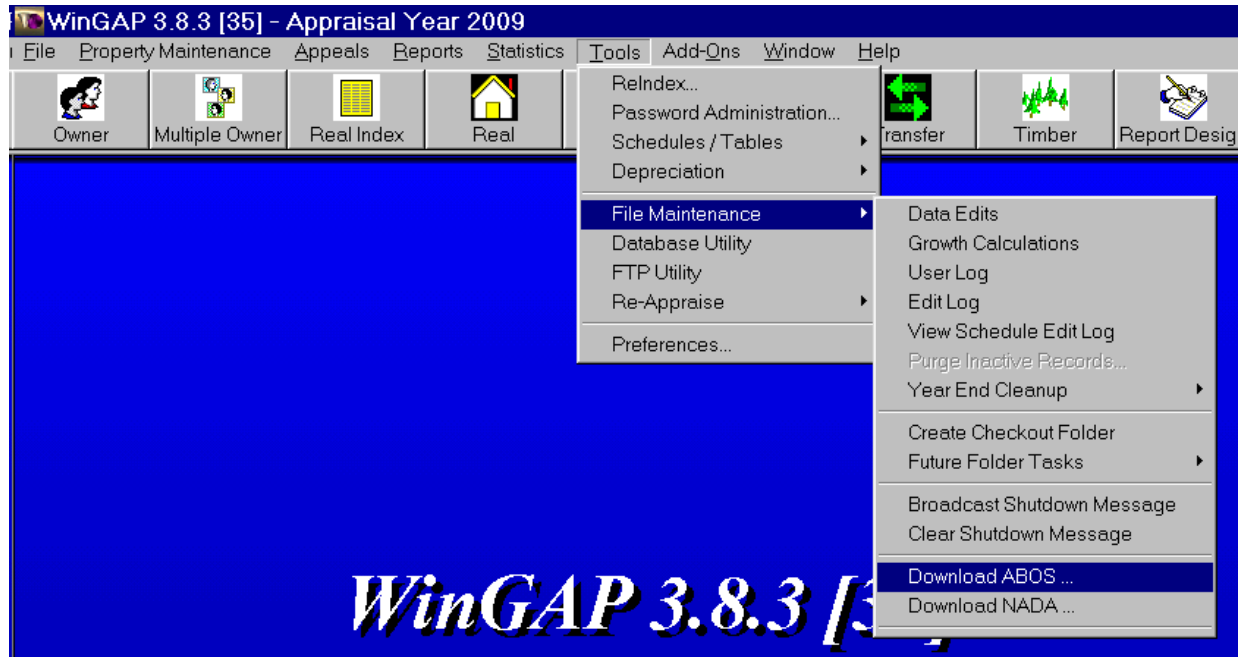
When the system or program maintenance that required users to exit WinGAP is completed, the WinGAP Systems Manager can delete the message text file that is sent to WinGAP users by clicking the **Clear Shutdown Message** option on the Tools>File Maintenance Menu. The following message will appear on the Systems Manager's computer.



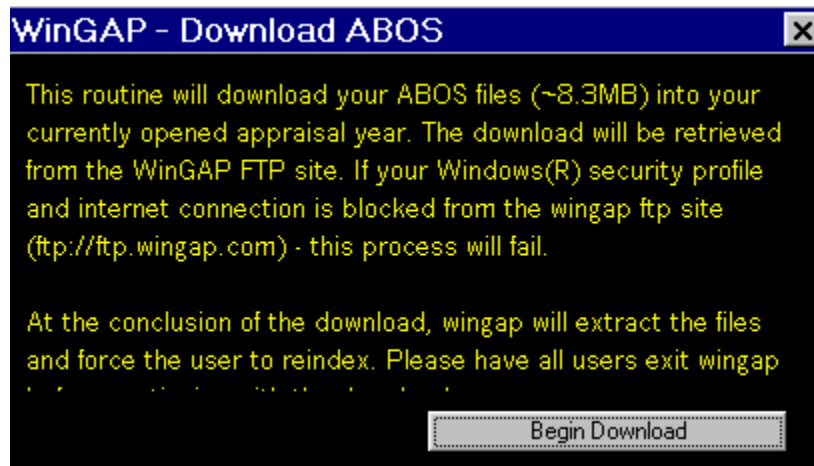
WinGAP users must be told verbally or by other means that WinGAP is once again available for use.

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Download ABOS...



The next to last option on the **Tools >> File Maintenance** menu allows the County to download the latest update to the ABOS boat valuation files. Clicking on the **Download ABOS** option produces the following message:



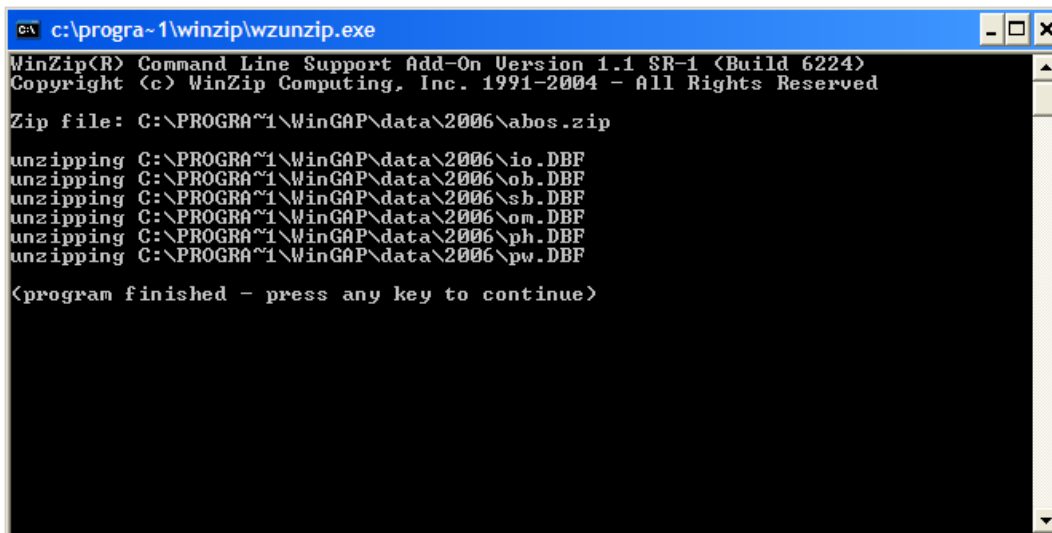
As the message indicates, the computer this procedure is performed on must have a working Internet connection that will allow the computer to connect to the FTP site, all other users must be out of WinGAP, and the ABOS files will be downloaded into the current Appraisal Year folder. Also, this computer must have WinZip and the WinZip Command Line module installed in the C:\Program Files\WinZip folder.

On a broadband connection the download will only take a few seconds; on a dial-up connection it could take several minutes. If for some reason, such as a bad Internet Connection, the FTP site is down for maintenance, or there are local network FTP site blocking restrictions, the connection to the FTP site will not be made, and the user will receive the following message, next page:

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Otherwise, the connection to the FTP site will be established, and the user will see several messages, such as "Connecting to FTP site", "Logging On", "Finding ABOS.Zip", and "Downloading". At the conclusion of the download, the user will receive the messages "File Downloaded", "Disconnecting" and "Done!". A Command Line window will appear and the ABOS files will be automatically unzipped. At the conclusion of the unzipping process, the user can press any key to produce the Reindex message form. The Command Line window and Reindex form can be seen below. (**NOTE:** If the unzipping process is not successful, the user will not see these messages in the Command Window below. If these messages do not appear, the user should contact a DOR Technical Support agent or use WinGAP's Online Support for assistance.)

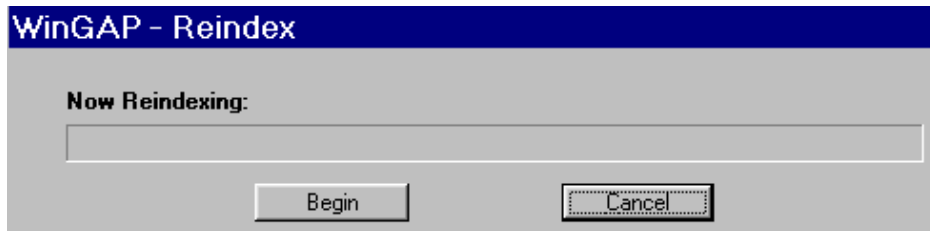
A screenshot of a Windows command prompt window titled "c:\progra~1\winzip\wzunzip.exe". The window shows the following text:

```
WinZip(R) Command Line Support Add-On Version 1.1 SR-1 (Build 6224)
Copyright (c) WinZip Computing, Inc. 1991-2004 - All Rights Reserved

Zip file: C:\PROGRA~1\WinGAP\data\2006\abos.zip

unzipping C:\PROGRA~1\WinGAP\data\2006\io.DBF
unzipping C:\PROGRA~1\WinGAP\data\2006\ob.DBF
unzipping C:\PROGRA~1\WinGAP\data\2006\sb.DBF
unzipping C:\PROGRA~1\WinGAP\data\2006\om.DBF
unzipping C:\PROGRA~1\WinGAP\data\2006\ph.DBF
unzipping C:\PROGRA~1\WinGAP\data\2006\pw.DBF

(program finished - press any key to continue)
```



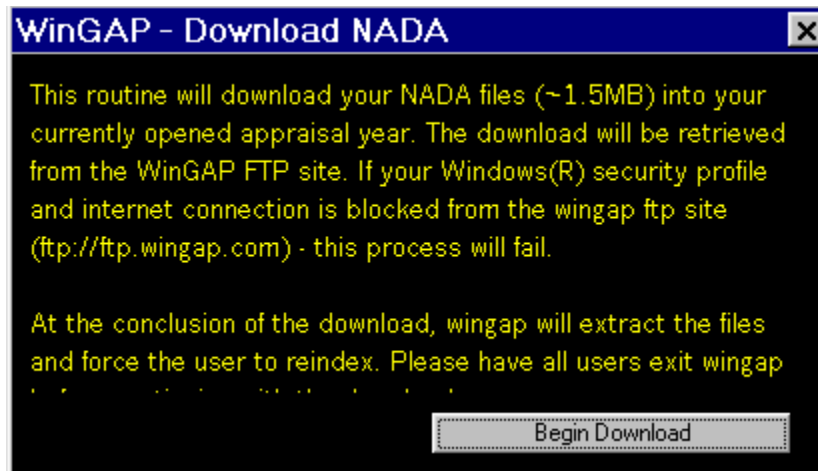
Begin can be clicked to Reindex all files and the new ABOS boat valuation files will be ready for use with WinGAP.

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Download NADA...



The last option on the **Tools >> File Maintenance** menu allows the County to download the latest update to the NADA manufactured housing valuation files. Clicking on the **Download NADA** option produces the following message:



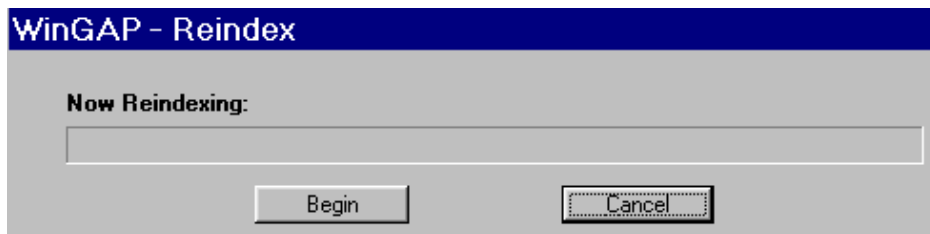
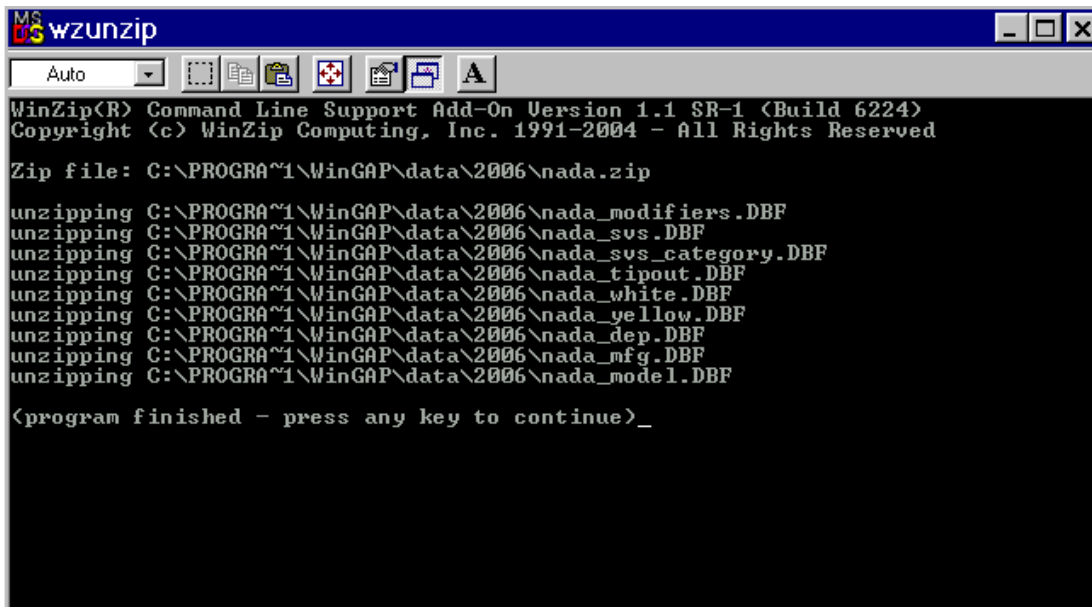
As the message indicates, the computer this procedure is performed on must have a working Internet connection that will allow the computer to connect to the FTP site, all other users must be out of WinGAP, and the NADA files will be downloaded into the current Appraisal Year folder. Also, this computer must have WinZip and the WinZip Command Line module installed in the C:\Program Files\WinZip folder.

On a broadband connection the download will only take a few seconds; on a dial-up connection it could take several minutes. If for some reason, such as a bad Internet Connection, the FTP site is down for maintenance, or there are local network FTP site blocking restrictions, the connection to the FTP site will not be made, and the user will receive the message on the next page.

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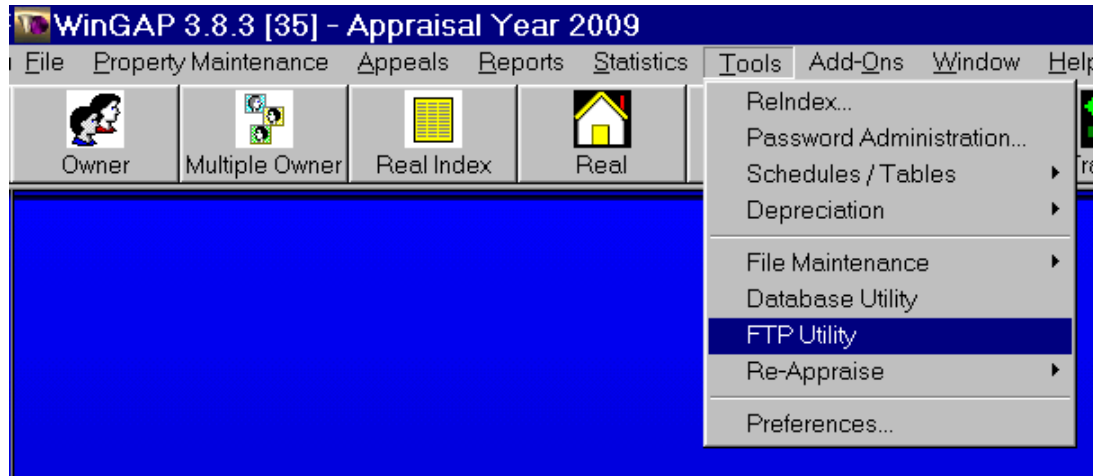


Otherwise, the connection to the FTP site will be established, and the user will see several messages, such as "Connecting to FTP site", "Logging On", "Finding NADA.Zip", and "Downloading". At the conclusion of the download, the user will receive the messages "File Downloaded", "Disconnecting" and "Done!". A Command Line window will appear and the NADA files will be automatically unzipped. At the conclusion of the unzipping process, the user can press any key to produce the Reindex message form. Both the Command Line window and Reindex form can be seen below. (**NOTE:** If the unzipping process is not successful, the user will not see these messages in the Command Window below. If these messages do not appear, the user should contact a DOR Technical Support agent or use WinGAP's Online Support for assistance.)



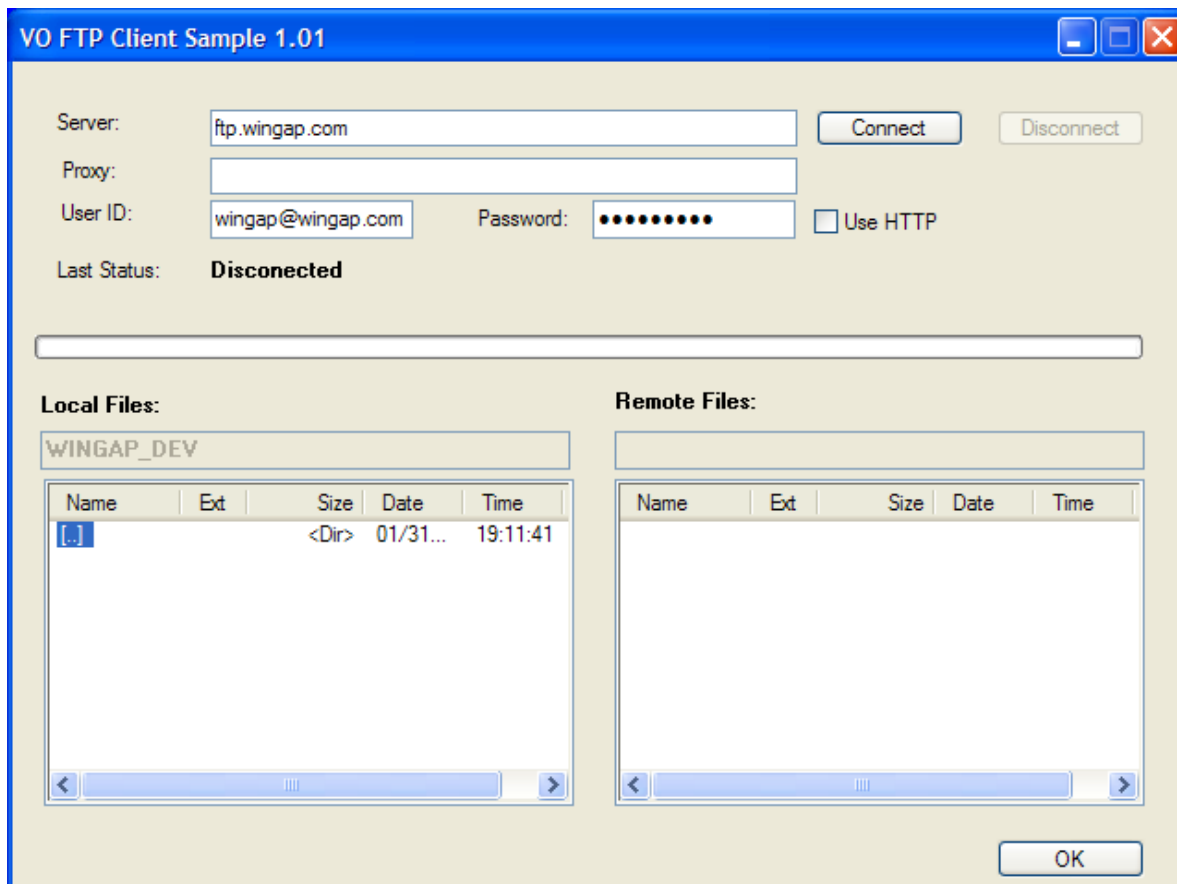
Begin can be clicked to Reindex all files and the new NADA manufactured housing valuation files will be ready for use with WinGAP.

FTP Utility



In lieu of using Internet Explorer or other browsers to access the WinGAP FTP (File Transfer Protocol) Site, WinGAP now includes an FTP module that will provide the user with another means of accessing the FTP site.

Any computer this procedure is performed on must have a working Internet connection that will allow the computer to connect to the FTP site. Clicking on this option on the Tools Menu produces the FTP Client Form, as seen below.



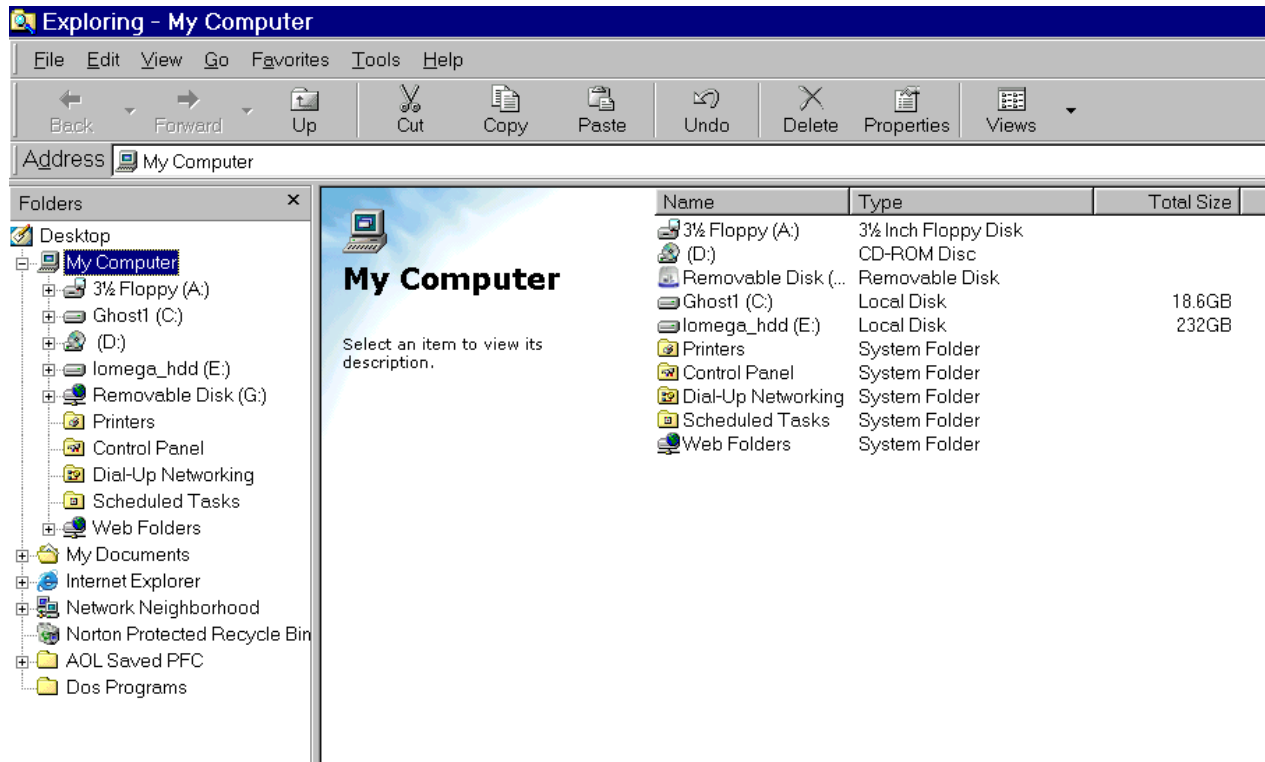
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Before using the FTP Utility, the user will need to create a folder called **ftp_downloads** in the current WinGAP application folder. This can be done by using Windows Explorer, as follows.

The user can run Windows Explorer by:

- 1) selecting that option on the Windows Desktop, if a shortcut for Windows Explorer exists
- 2) right click on the Start Menu and left click on the Explore option
- 3) use the hot-key combination of the Windows key (to the left of the space bar, between the Ctrl and Alt keys) + E

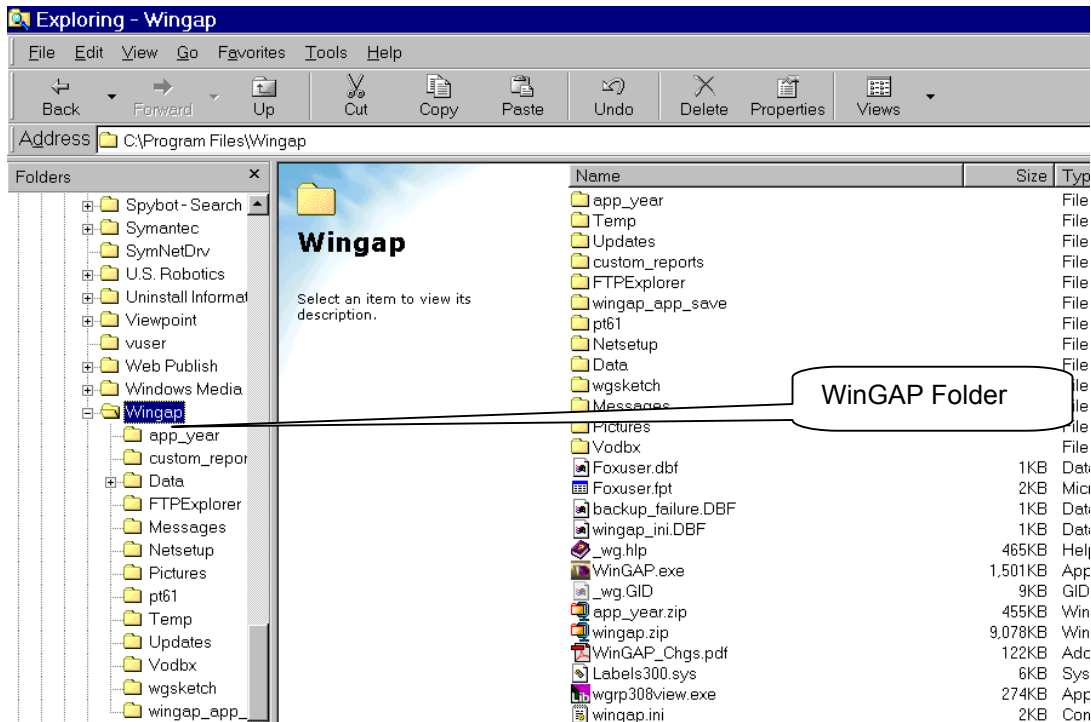
Any of these options will produce an Explorer window similar to the one below.



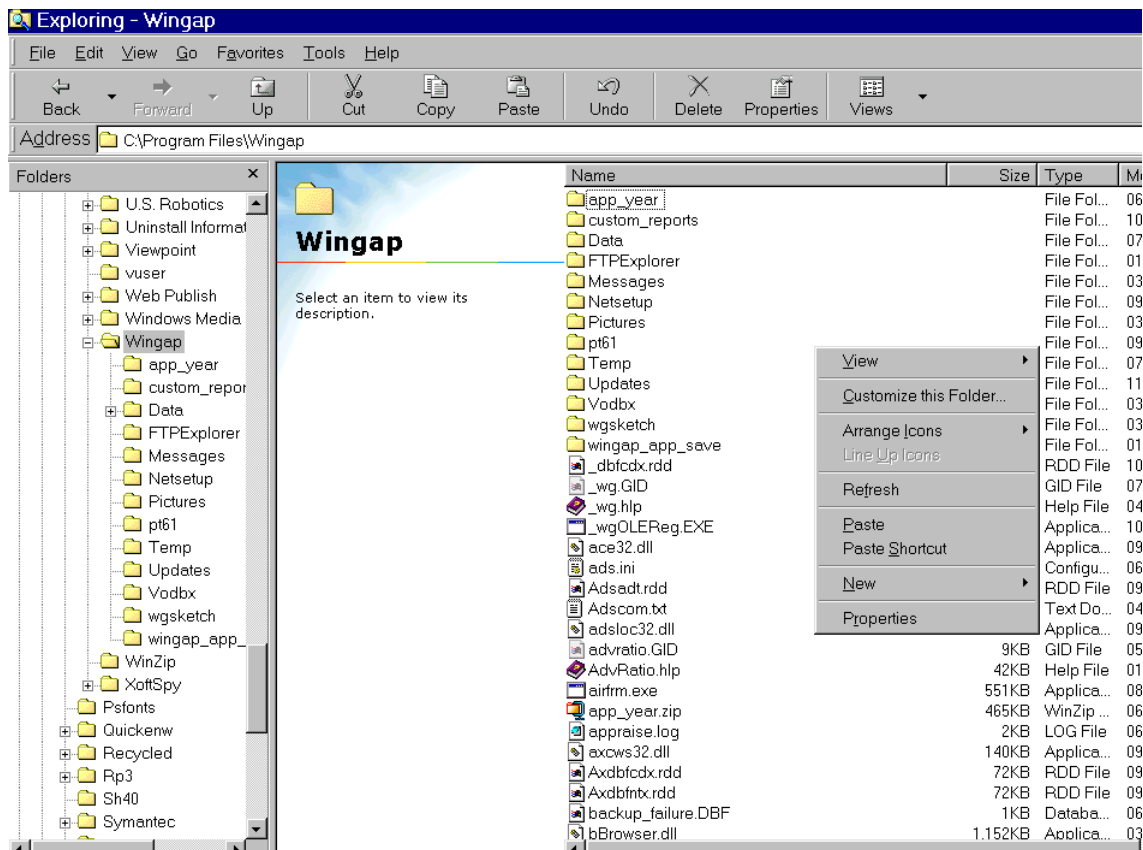
The user should navigate to the WinGAP folder by:

- 1) clicking on the "plus" sign to the left of the drive letter that WinGAP is located on (or double-clicking on the drive letter)
- 2) if WinGAP is located in the Program Files folder, clicking on the "plus" sign to the left of Program Files (or double-clicking on the Program Files folder)
- 3) double-clicking on the WinGAP folder, which will select and "expand" the folder, as seen on the next page.

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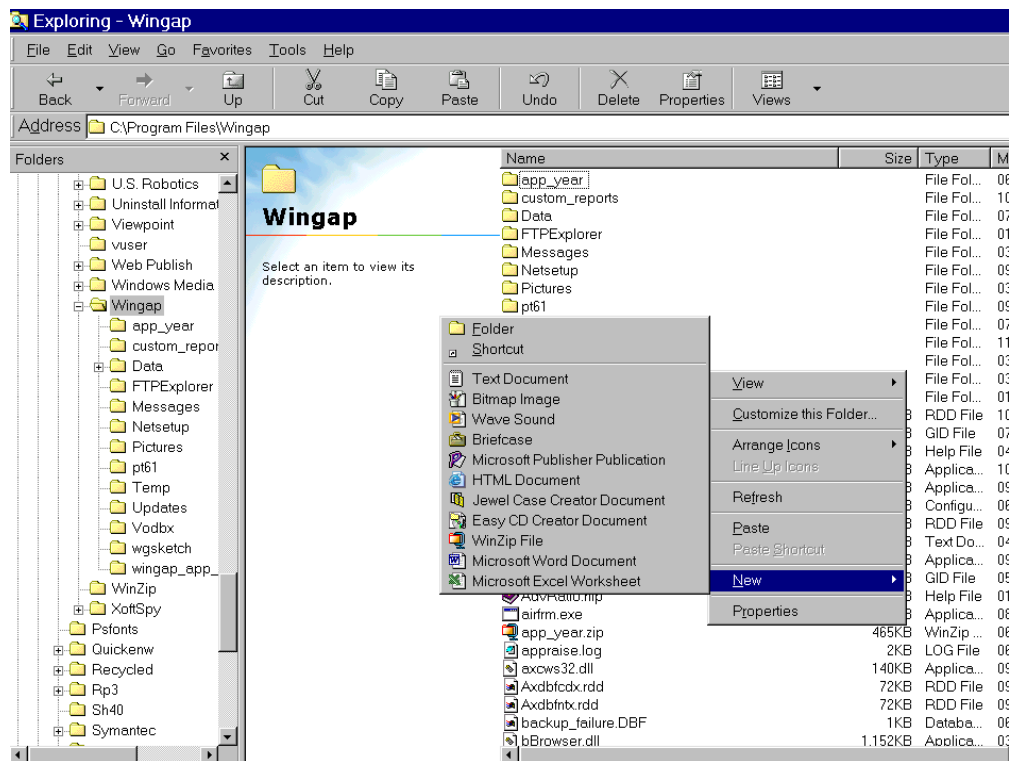


At this point the user should right click anywhere in an open area in the right panel of the Explorer window, which will produce a menu, as shown below.

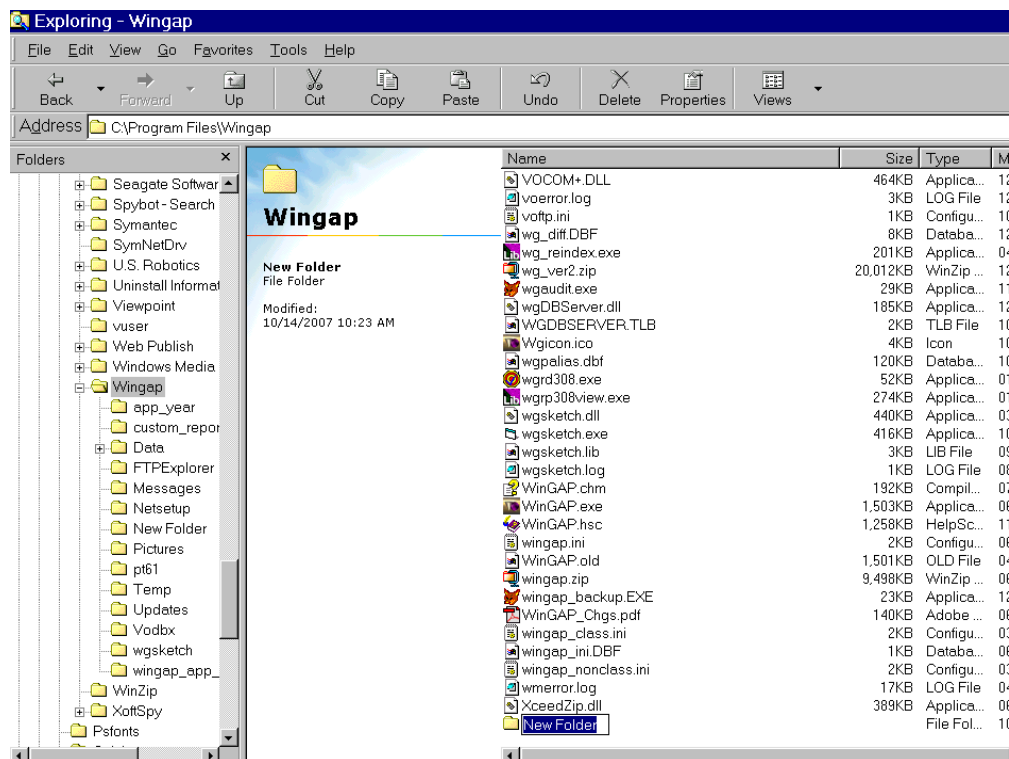


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The user should place the mouse pointer on the New option on this menu, which will produce a sub-menu, as shown below.

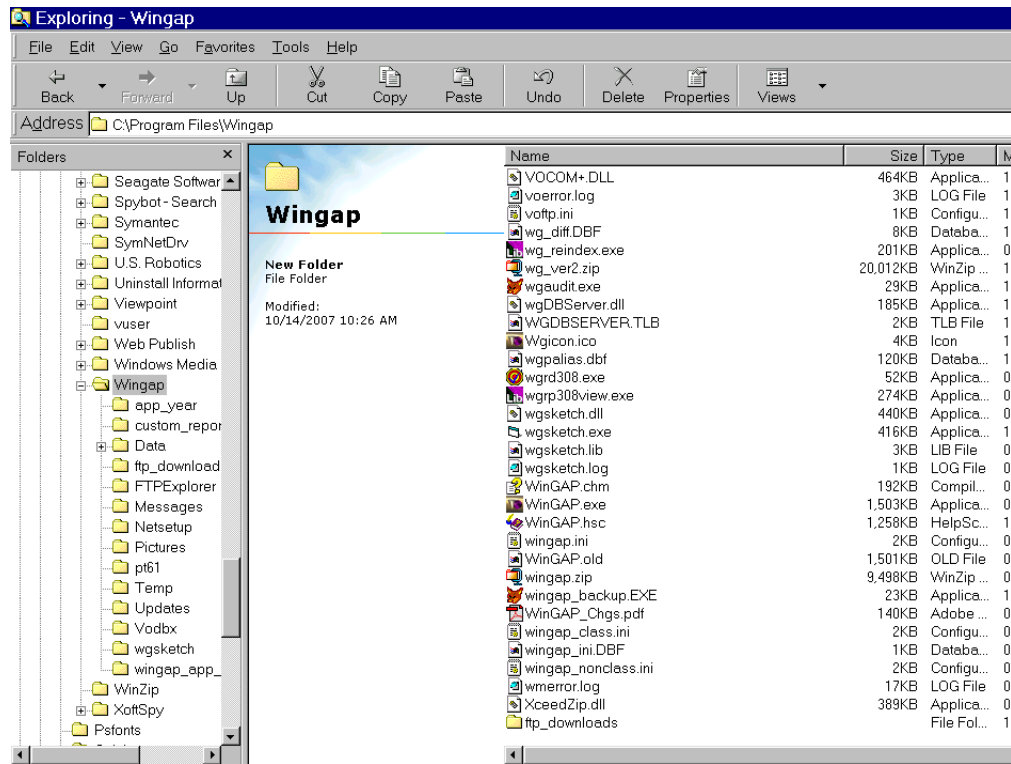


The user should now left click on the Folder option on the sub menu, which will create a "new folder" within the WinGAP folder, as seen below.



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The user should now type ftp_downloads within the new folder and then press Enter, creating the new ftp_downloads folder within the WinGAP folder, as seen below.



Once the ftp_downloads folder has been created, The FTP Client Form below, is ready for use. A description of each of the fields and controls on this Form follows.

The screenshot shows the 'VO FTP Client Sample 1.01' form. It includes fields for Server, Proxy, User ID, Password, and a checkbox for 'Use HTTP'. The 'Last Status' is 'Disconnected'. Below these fields are two panes: 'Local Files' and 'Remote Files'. The 'Local Files' pane shows a list of files and folders in the 'C:\WINGAP_DEV\ftp_downloads\' directory. The 'Remote Files' pane is empty.

Server: ftp.wingap.com **Connect** **Disconnect**

Proxy:

User ID: wingap@wingap.com **Password:** ***** ☐ Use HTTP

Last Status: **Disconnected**

Local Files: C:\WINGAP_DEV\ftp_downloads\

Name	Ext	Size	Date	Time
[.]	<Dir>		01/30...	17:58:...
2007 WinG...	pdf	8608587	10/14...	12:55:...
appraise	log	114	04/14...	20:04:...
VOFTP	INI	5	10/14...	11:04:...
WinGAP - ...	pdf	770383	10/14...	12:55:...
wingap - sa...	pdf	783551	10/14...	12:54:...
wingap	ini	1106	10/14...	12:23:...
WinGAP_B...	6.4...	3645816	10/14...	13:04:...
WinGAP_C...	zip	6534614	12/08...	08:23:...
WinGAP_C...	zip	5869850	09/30...	13:46:...

Remote Files:

Name	Ext	Size	Date	Time
------	-----	------	------	------

OK

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Server:
 Proxy:
 User ID: Password:
 Last Status: **Disconnected**

- **Server:** The Server field defaults to ftp.wingap.com. This should not be changed by the user.
- **Proxy:** The Proxy field should be left blank.
- **User ID:** The User ID field defaults to wingap@wingap.com. The User ID can be changed to gacounty@wingap.com to access the digest upload section of the ftp site.
- **Password:** The Password defaults to wingapftp. If the User ID of gacounty@wingap.com is entered, the user should key the appropriate password for access. If the password is not known, contact a DOR Technical Support agent.
- **Last Status:** The Last Status description will say "Disconnected" when the user is disconnected from the FTP Site, and "Connected" when connected to the FTP Site. Various other messages may also display from time to time.

☐ Use HTTP

- **Connect:** The Connect Button should be clicked to connect to the WinGAP FTP site.
- **Disconnect:** The Disconnect Button is disabled until the user has connected to the FTP Site, when it will be enabled. When the user has finished transferring files to or from the FTP Site, the Disconnect Button should be clicked to terminate the connection.
- **Use HTTP:** This checkbox is not used.

Local Files:

Name	Ext	Size	Date	Time
[.]		<Dir>	10/14...	11:51:12

Remote Files:

Name	Ext	Size	Date	Time
------	-----	------	------	------

OK

- **Local Files:** The field beneath the heading "Local Files:" contains the path of the local WinGAP FTP Downloads folder. Beneath this field is a list box that shows the contents of this folder.

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- **Remote Files:** The field beneath the heading "Remote Files:" contains the path of the remote FTP site. It will display the path when the user is connected to the FTP Site. Beneath this field is a list box that shows the contents of this folder on the FTP Site.
- **OK Button:** When the user has finished transferring files from the FTP Site and disconnected, the OK Button should be clicked to close the FTP Client Form.

To commence FTP operation the user should click the Connect button. Once connected, the FTP Client Form will appear similar to the one below.

The screenshot shows the 'VO FTP Client Sample 1.01' window. At the top, there are input fields for 'Server:' (ftp.wingap.com), 'Proxy:', 'User ID:' (wingap@wingap.com), and 'Password:' (masked with dots). There are 'Connect' and 'Disconnect' buttons. Below these is a 'Last Status:' field showing 'Connected'. A horizontal progress bar is below the status. The main area is divided into two panes: 'Local Files:' and 'Remote Files:'. The 'Local Files:' pane shows a list of files in 'C:\WINGAP_DEV\ftp_downloads\' with columns for Name, Ext, Size, Date, and Time. The 'Remote Files:' pane shows a list of files in the root directory (//) with the same columns. An 'OK' button is at the bottom right.

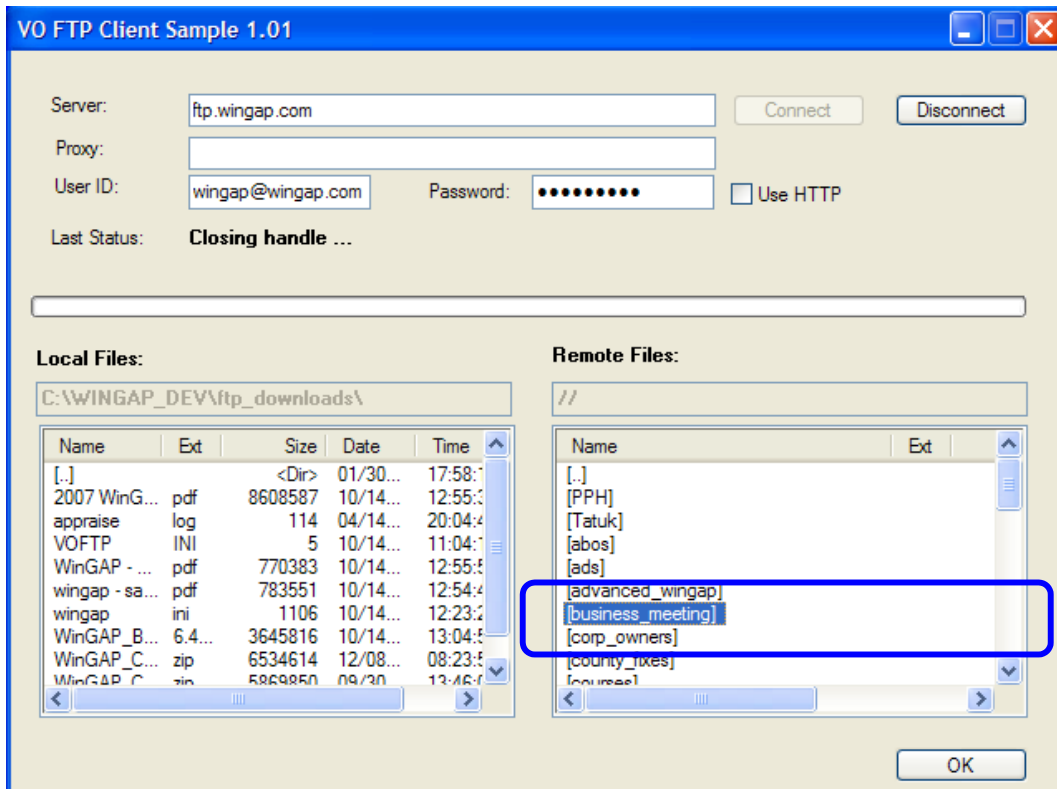
Name	Ext	Size	Date	Time
[..]		<Dir>	01/30...	17:58...
2007 WinG...	pdf	8608587	10/14...	12:55:3
appraise	log	114	04/14...	20:04:4
VOFTP	INI	5	10/14...	11:04:7
WinGAP - ...	pdf	770383	10/14...	12:55:5
wingap - sa...	pdf	783551	10/14...	12:54:4
wingap	ini	1106	10/14...	12:23:2
WinGAP_B...	6.4...	3645816	10/14...	13:04:5
WinGAP_C...	zip	6534614	12/08...	08:23:5
WinGAP_C...	zip	5869850	09/30...	13:46:1

Name	Ext	Size	Date	Time
[..]		<Dir>	09/18...	07:39:0
[PPH]		<Dir>	05/28...	19:00:0
[Tatuk]		<Dir>	05/28...	19:00:0
[abos]		<Dir>	08/22...	13:45:0
[ads]		<Dir>	05/28...	19:00:0
[advanced...		<Dir>	05/28...	19:00:0
[business_...		<Dir>	05/28...	19:00:0
[corp_own...		<Dir>	05/28...	19:00:0
[county_fix...		<Dir>	05/28...	19:00:0
[course]		<Dir>	05/28...	19:00:0

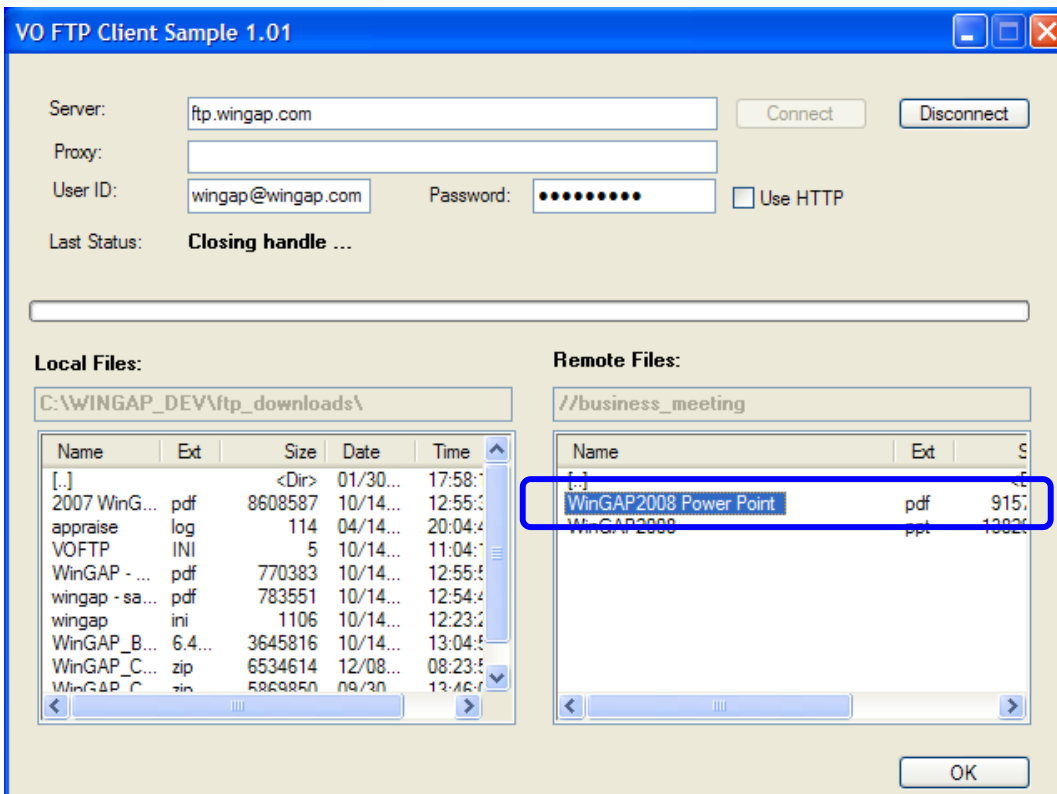
Downloading Files

To illustrate the use of the FTP Utility to download files, a PDF file containing a Powerpoint presentation will be downloaded from the Business_meeting folder on the FTP site. The user must first locate this folder on the FTP Site by scrolling down the Remote Files list box on the FTP Site, as shown on the next page.

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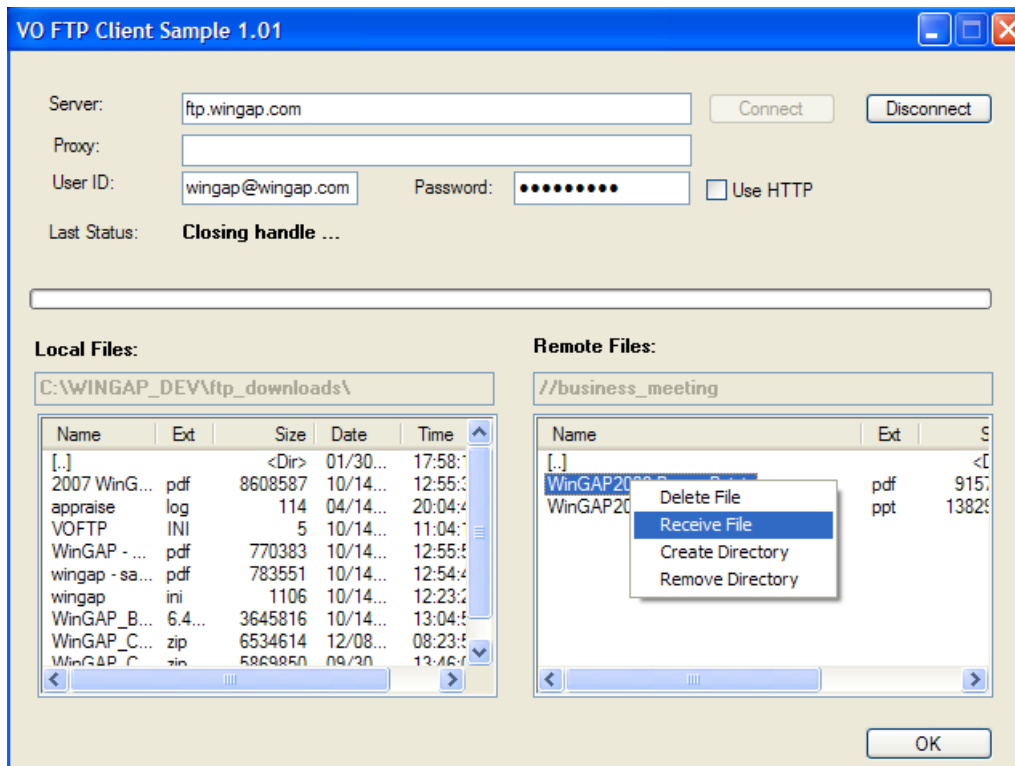


The user should double-click on the Business_meeting folder, which will expand the folder, and then locate the desired file, as shown below.

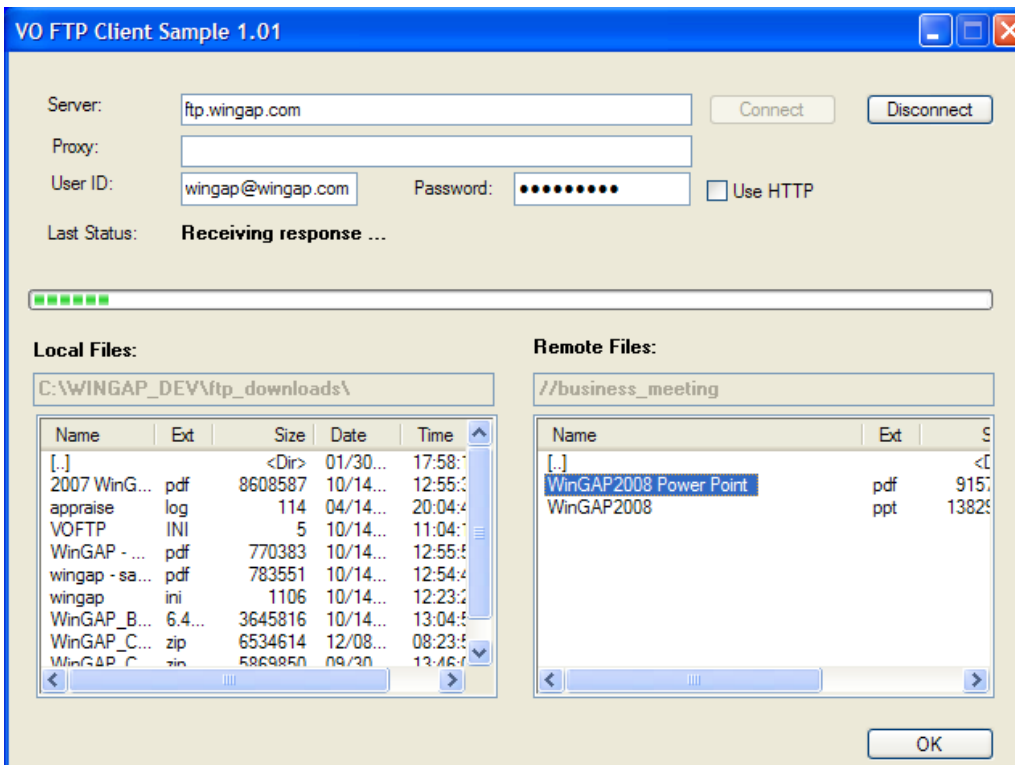


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The WinGAP2008 Power Point PDF file can be downloaded by right clicking on the file, as seen below, and then clicking on the "Receive File" option that appears on the Menu.

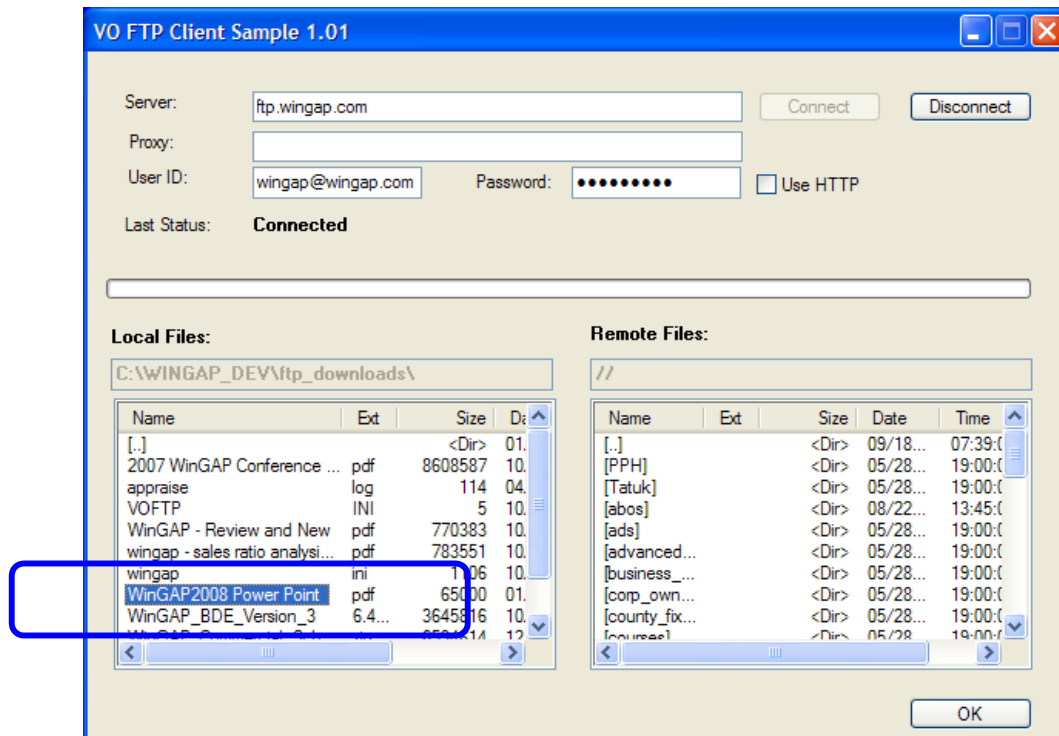


A bar graph will appear that shows the progress of the download, below.

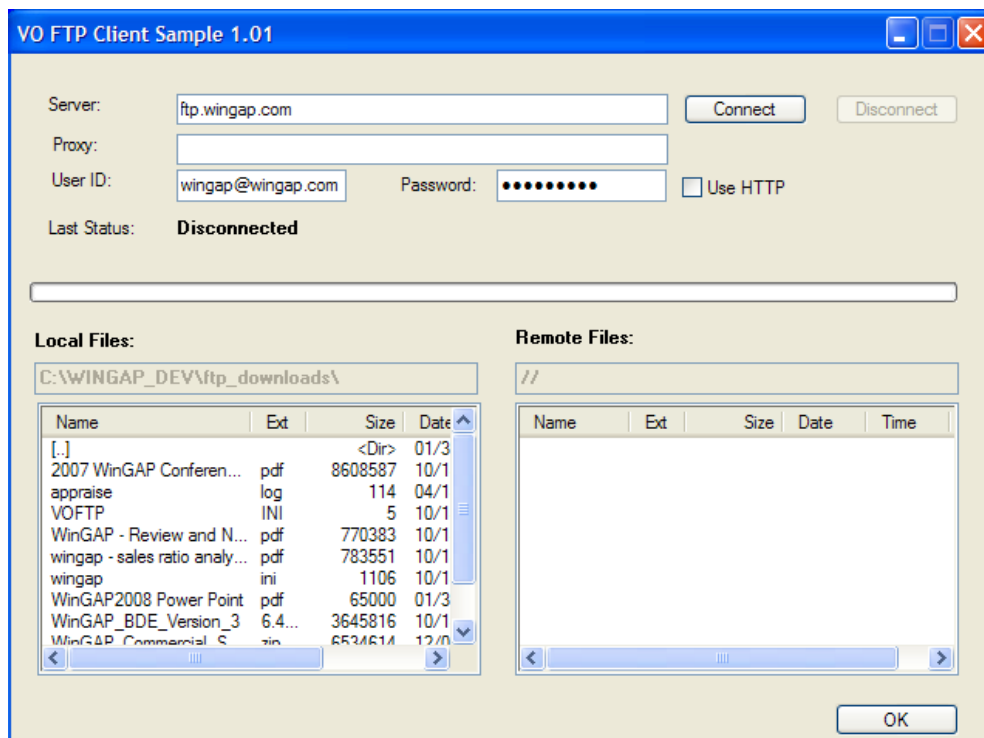


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When the download is complete, the PDF file will appear in the Local Files list box on the FTP Client Form, as seen below.



The user can click the Disconnect button to leave the FTP Site, and the FTP Client Form will appear similar to the one below. The OK Button should be clicked to close the FTP Client Form and return to the main WinGAP screen.



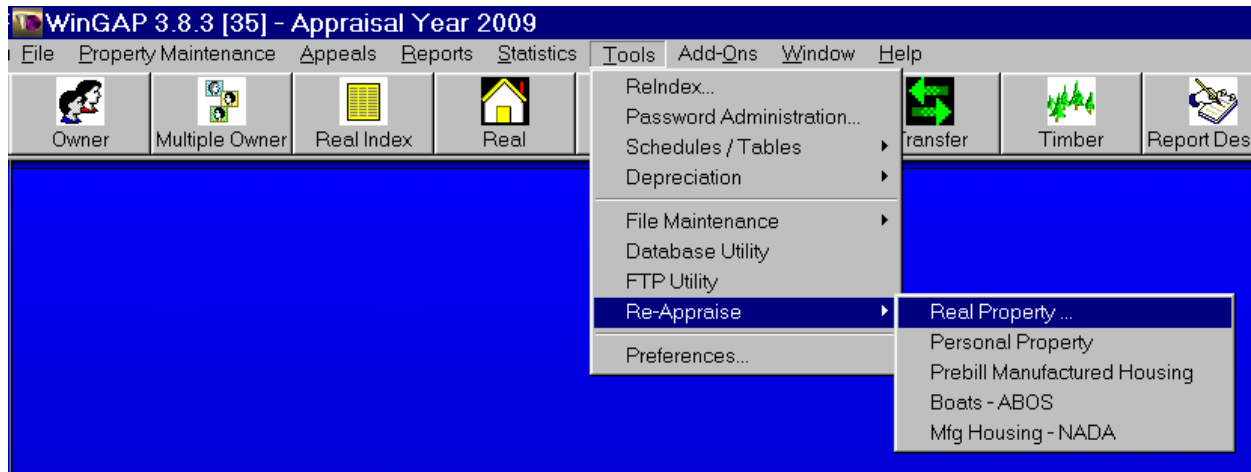
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UpLoading Files

The FTP Utility should not be used to upload files to the WinGAP FTP site. Users should go to the File Menu within WinGAP and use the Upload to FTP option on this menu to upload to the FTP site.

Re-Appraise

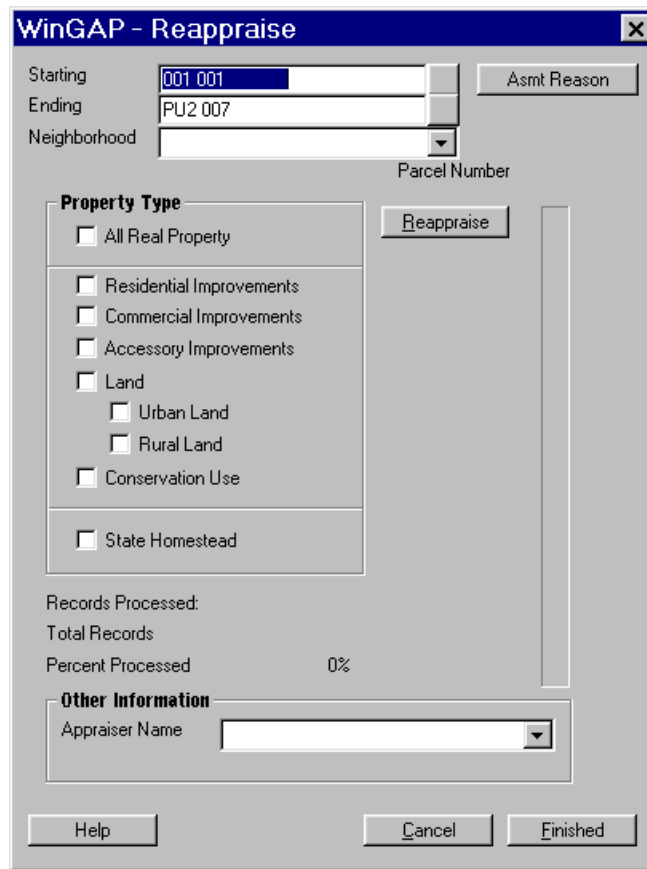
The Re-Appraise option on the Tools Menu is used to access a sub-menu where all types of property in WinGAP can be Reappraised.



- **Real Property**

The Real Property option on the Re-Appraise sub-menu allows the Assessors' Office to automatically recalculate property values for all Real Property in the County, or selected types of Real Property, due to changes in land tables, point cost, depreciation year, etc. Selecting this option takes the user to the Reappraise Form for Real Property, as seen on the next page.

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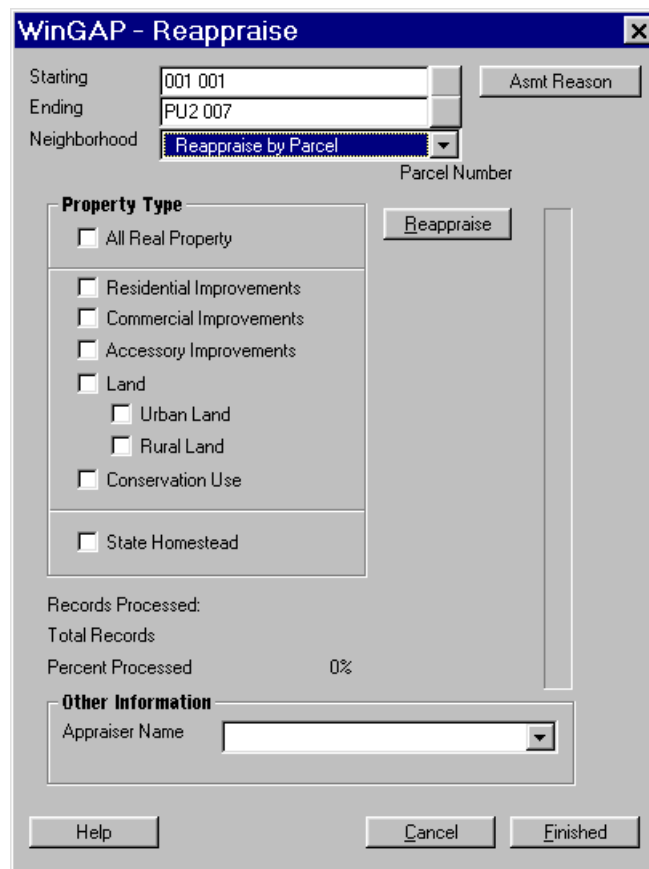


The image shows a software window titled "WinGAP - Reappraise". It contains several input fields and checkboxes. At the top, there are three labels: "Starting", "Ending", and "Neighborhood", each followed by a text box. The "Starting" box contains "001 001", the "Ending" box contains "PU2 007", and the "Neighborhood" box is empty. To the right of these is a button labeled "Asmt Reason". Below these is a label "Parcel Number" followed by a vertical scrollbar. In the center, there is a section titled "Property Type" containing a list of checkboxes: "All Real Property", "Residential Improvements", "Commercial Improvements", "Accessory Improvements", "Land" (with sub-options "Urban Land" and "Rural Land"), "Conservation Use", and "State Homestead". To the right of this list is a button labeled "Reappraise". Below the "Property Type" section, there is a section titled "Records Processed:" containing two labels: "Total Records" and "Percent Processed", with a value of "0%" next to the latter. Below this is a section titled "Other Information" containing a label "Appraiser Name" followed by a dropdown menu. At the bottom of the window are three buttons: "Help", "Cancel", and "Finished".

The Reappraise Form for Real Property consists of several combo boxes and check boxes where the user can select which type of Real Property is to be reappraised. A discussion of all the fields on the Reappraise Form follows.

- **Starting:** The Starting combo box allows the user to choose a starting parcel number for those Real Properties that are to be reappraised. The Starting combo box defaults to the first parcel number in the County. The user can click on the combo box to select a different Starting parcel number If desired.
- **Ending:** The Ending combo box allows the user to choose an ending parcel number for those Real Properties that are to be reappraised. The Ending combo box defaults to the last parcel number in the County. The user can click on the combo box to select a different Ending parcel number If desired.
- **Neighborhood:** The Neighborhood combo box allows the user to: 1) reappraise by the parcel number range selected previously; or 2) select a specific Neighborhood to reappraise, regardless of what the parcel number range is. If the Starting and Ending parcel numbers are to be used for the Reappraise process, the Reappraise by Parcel option should be selected in the Neighborhood combo box, as seen on the next page.

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The image shows a software dialog box titled "WinGAP - Reappraise". It contains several input fields and checkboxes. At the top, there are fields for "Starting" (001 001), "Ending" (PU2 007), and "Neighborhood" (Reappraise by Parcel). To the right of these is an "Asmt Reason" button. Below the "Neighborhood" field is a "Parcel Number" label. The "Property Type" section contains a list of checkboxes: "All Real Property", "Residential Improvements", "Commercial Improvements", "Accessory Improvements", "Land" (with sub-options "Urban Land" and "Rural Land"), "Conservation Use", and "State Homestead". To the right of this list is a "Reappraise" button. Below the "Property Type" section, there is a "Records Processed:" section showing "Total Records" and "Percent Processed" (0%). At the bottom, there is an "Other Information" section with an "Appraiser Name" field. The dialog box has a "Help" button on the bottom left, and "Cancel" and "Finished" buttons on the bottom right.

WinGAP - Reappraise

Starting: 001 001
Ending: PU2 007
Neighborhood: Reappraise by Parcel

Asmt Reason

Parcel Number

Property Type

- ☐ All Real Property
- ☐ Residential Improvements
- ☐ Commercial Improvements
- ☐ Accessory Improvements
- ☐ Land
 - ☐ Urban Land
 - ☐ Rural Land
- ☐ Conservation Use
- ☐ State Homestead

Reappraise

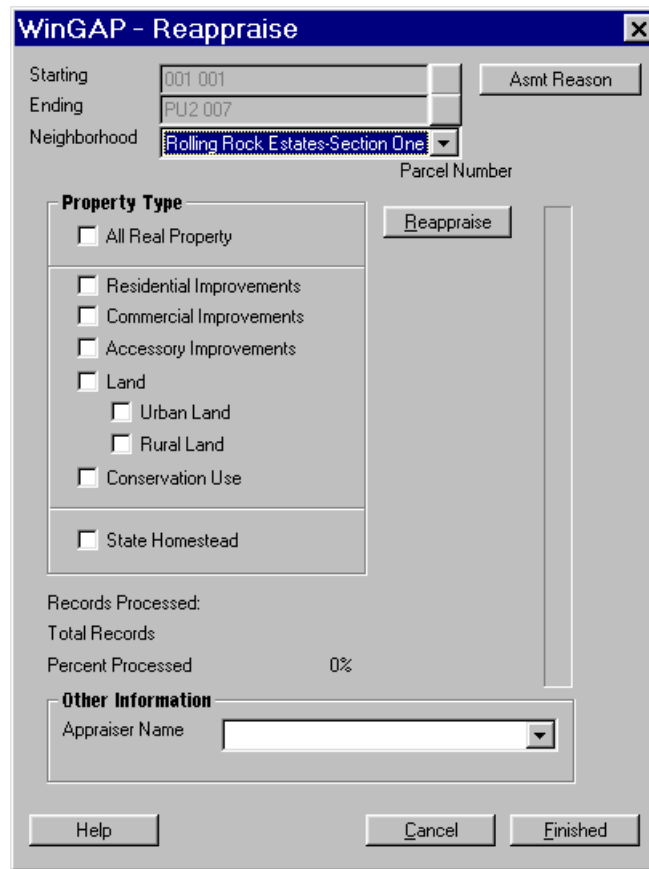
Records Processed:
Total Records
Percent Processed: 0%

Other Information
Appraiser Name

Help Cancel Finished

If only one Neighborhood is to be Reappraised, then the desired Neighborhood should be selected in the combo box, as seen on the next page.

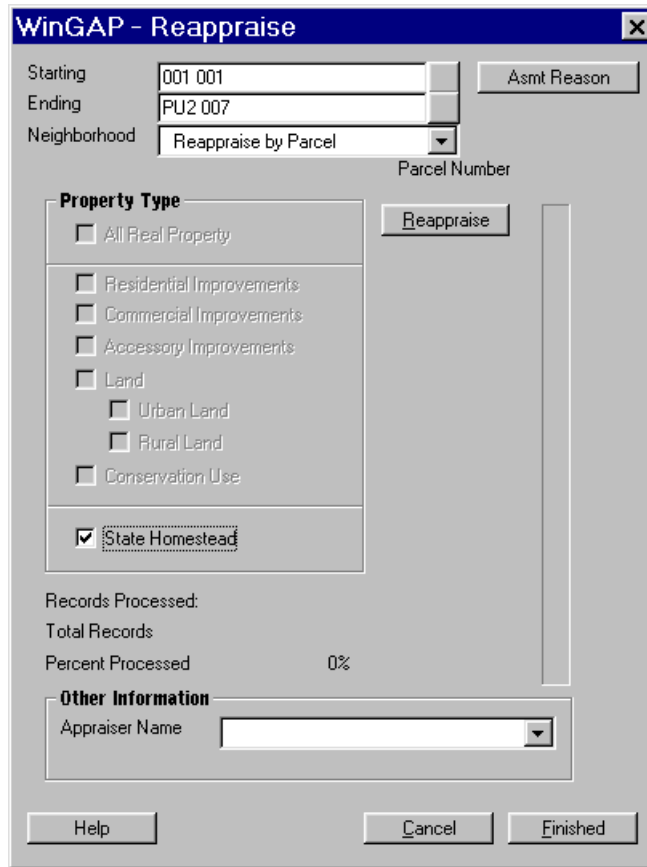
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The image shows a software window titled "WinGAP - Reappraise". It contains several input fields and checkboxes. At the top, there are fields for "Starting" (001 001), "Ending" (PU2 007), and "Neighborhood" (Rolling Rock Estates-Section One). To the right of these is an "Asmt Reason" button. Below these fields is a "Parcel Number" label. The main section is titled "Property Type" and contains a list of checkboxes: "All Real Property", "Residential Improvements", "Commercial Improvements", "Accessory Improvements", "Land" (with sub-checkboxes for "Urban Land" and "Rural Land"), "Conservation Use", and "State Homestead". To the right of this list is a "Reappraise" button. Below the "Property Type" section, there is a "Records Processed:" section showing "Total Records" and "Percent Processed" (0%). At the bottom, there is an "Other Information" section with an "Appraiser Name" dropdown menu. At the very bottom of the window are three buttons: "Help", "Cancel", and "Finished".

- Property Type:** The Property Type checkbox section of the Form allows the user to select one or more types of Real Property to reappraise. If All Real Property is selected, then all of the County's Real Property will be reappraised, depending upon the parcel number range or Neighborhood selected previously. If specific types of Real Property are to be reappraised, then the All Real Property checkbox should be left blank, and the checkboxes to the left of Residential Improvements, Commercial Improvements, Accessory Improvements, Land, and Conservation Use should be checked, depending upon the specific type of property to be reappraised. Specific types of Land can be reappraised by placing a checkmark in either Urban or Rural Land.
- State Homestead:** If a checkmark is placed in the State Homestead checkbox, all other property options on the Reappraise screen will be disabled, as shown on the next page. When the Reappraise button is clicked, the State Homestead 65 & Over exemption value will be recalculated for all parcels that are assigned a State 65 & Over Homestead Code. Parcels not assigned a State 65 & Over Homestead code will have any State Homestead flags removed and the State Homestead value set to zero.

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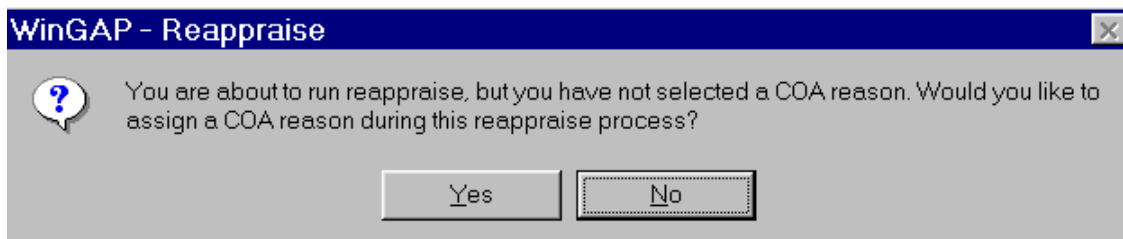


The WinGAP - Reappraise dialog box contains the following elements:

- Starting:** Text box with value "001 001".
- Ending:** Text box with value "PU2 007".
- Neighborhood:** Dropdown menu with "Reappraise by Parcel" selected.
- Parcel Number:** A vertical list box.
- Property Type:** A group box containing several checkboxes:
 - ☐ All Real Property
 - ☐ Residential Improvements
 - ☐ Commercial Improvements
 - ☐ Accessory Improvements
 - ☐ Land
 - ☐ Urban Land
 - ☐ Rural Land
 - ☐ Conservation Use
 - ☒ State Homestead
- Reappraise:** A button.
- Records Processed:** A section showing "Total Records" and "Percent Processed" (0%).
- Other Information:** A group box containing an "Appraiser Name" dropdown menu.
- Buttons:** "Help", "Cancel", and "Finished" at the bottom.

- **Appraiser Name:** The Appraiser Name combo box allows the user to select an appraiser from a list of appraisers or key in another name to be assigned to parcels that are reappraised. The assignment of this name will result in the name being printed on the Assessment Notice as the primary contact.

NOTE: At this point, the user can click the **Reappraise** button to begin the process of recalculating Real Property values. It is recommended, however, that at least one Assessment Reason be selected for any Re-Appraisal. However, if the user elects to Re-Appraise Real Property without assigning an Assessment Reason, a prompt will appear reminding the user of this, as seen below.



This is a warning dialog box titled "WinGAP - Reappraise". It contains a question mark icon and the text: "You are about to run reappraise, but you have not selected a COA reason. Would you like to assign a COA reason during this reappraise process?". At the bottom are two buttons: "Yes" and "No".

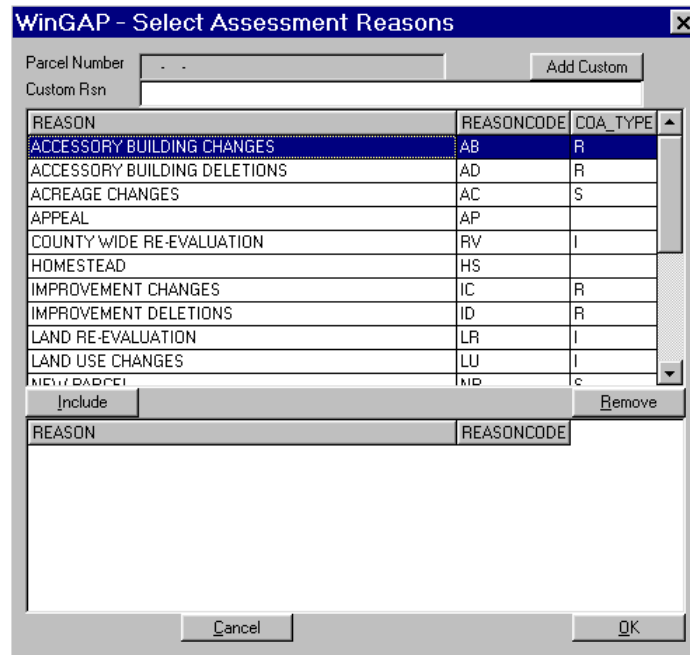
The default No button can be clicked to Reappraise Real Property without assigning any Assessment Reasons. The Yes button can be clicked to return the user to the Re-Appraise Form, where the Asmt Reason button, discussed below, can be clicked to assign an Assessment Reason. The user can also assign an Assessment Reason by clicking the Assmt Reason button prior to clicking the ReAppraise button, discussed next.

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Asmt Reason button

The user can assign an Assessment Reason for this reappraisal by clicking the **Asmt Reason** button on the upper right of the Reappraise Form. The Select Assessment Reasons form will appear, below, and an Assessment Reason for this reappraisal can be chosen from those available in the list by highlighting the desired item and clicking the Include Button. If a special Assessment Reason for this reappraisal is desired, the user can key in the description of the reappraisal in the Custom Rsn field, and then click the **Add Custom** button on the upper right of the Select Assessment Reasons Form to assign this reason to the Reappraisal. This Assessment Reason will be included with any other Assessment Reasons already assigned to the parcels selected for reappraisal and this Assessment Reason will be printed on the Assessment Notice for each parcel. Once the Assessment Reason(s) for this reappraisal have been selected, the user can click the OK Button on the Select Assessment Reasons Form to return to the Reappraise Form.

NOTE: Any Assessment Reason assigned during the reappraise process must be designated as an Inflationary COA Type. WinGAP will not allow the assignment of an Assessment Reason if it is not designated as Inflationary in the reason table. Any Custom Assessment Reason added during reappraise will automatically be designated as Inflationary.

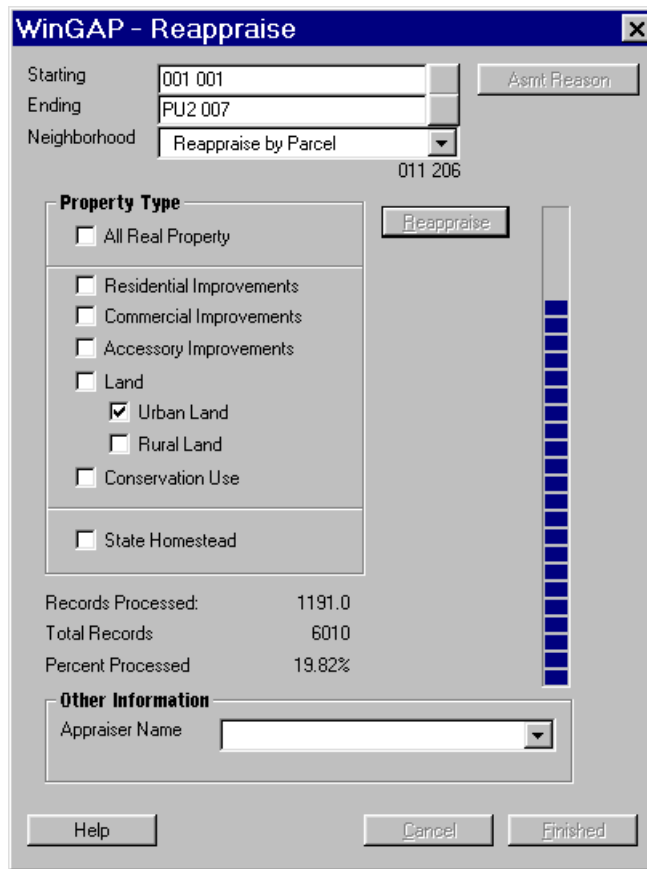


The dialog box titled "WinGAP - Select Assessment Reasons" contains a "Parcel Number" field with a dropdown arrow and an "Add Custom" button. Below these is a "Custom Rsn" text field. A table lists assessment reasons with columns for "REASON", "REASONCODE", and "COA_TYPE". The table includes reasons like "ACCESSORY BUILDING CHANGES", "ACREAGE CHANGES", "APPEAL", "COUNTY WIDE RE-EVALUATION", "HOMESTEAD", "IMPROVEMENT CHANGES", "IMPROVEMENT DELETIONS", "LAND RE-EVALUATION", and "LAND USE CHANGES". Below the table are "Include" and "Remove" buttons. At the bottom are "Cancel" and "OK" buttons.

REASON	REASONCODE	COA_TYPE
ACCESSORY BUILDING CHANGES	AB	R
ACCESSORY BUILDING DELETIONS	AD	R
ACREAGE CHANGES	AC	S
APPEAL	AP	
COUNTY WIDE RE-EVALUATION	RV	I
HOMESTEAD	HS	
IMPROVEMENT CHANGES	IC	R
IMPROVEMENT DELETIONS	ID	R
LAND RE-EVALUATION	LR	I
LAND USE CHANGES	LU	I
NEW PARCEL	NIP	C

If the user is unsure whether to perform the Reappraise procedure, the **Cancel** button should be clicked on the Reappraise Form to return to the main WinGAP screen. Otherwise, the **Reappraise** button should be clicked to begin the reappraisal process. As shown on the next page, a process completed bargraph will display, parcel numbers will display on the Form as they are reappraised, and the number of records selected and processed will display. Depending upon the number of Real Property parcels selected for reappraisal, the process could last from less than a minute to a few minutes.

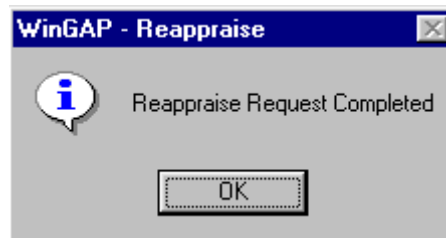
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The WinGAP - Reappraise dialog box contains the following elements:

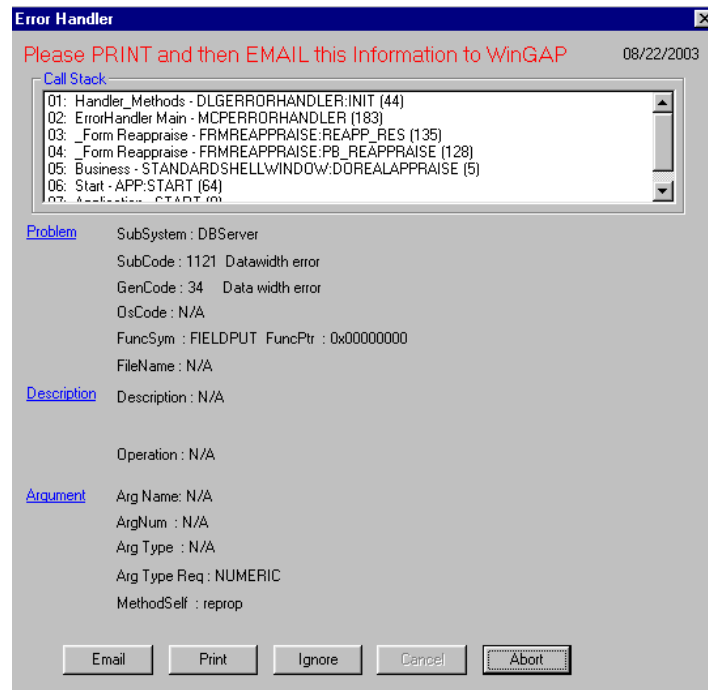
- Starting:** Text box with value "001 001".
- Ending:** Text box with value "PU2 007".
- Neighborhood:** Dropdown menu with value "Reappraise by Parcel".
- 011 206:** Text label.
- Property Type:** A group box containing several checkboxes:
 - ☐ All Real Property
 - ☐ Residential Improvements
 - ☐ Commercial Improvements
 - ☐ Accessory Improvements
 - ☐ Land
 - ☒ Urban Land
 - ☐ Rural Land
 - ☐ Conservation Use
 - ☐ State Homestead
- Reappraise:** A button.
- Records Processed:** 1191.0
- Total Records:** 6010
- Percent Processed:** 19.82%
- Other Information:** A group box containing:
 - Appraiser Name:** A dropdown menu.
- Buttons:** "Help", "Cancel", and "Finished" at the bottom.

When the reappraisal process is finished a message will appear, as seen below, informing the user of this. The **OK** button should be clicked on this message to return the user to the Reappraise Form, where other types of Real Property can be reappraised or the **Finished** button can be clicked to return the user to the main WinGAP screen.



NOTE: During the Real Property reappraisal process, the user may receive various types of error messages, such as the one shown on the next page. These error messages are usually indicative of data entry problems with a particular parcel or improvement, and some examples of this are discussed on the next page. If an error message is received, the user should click in the caption bar at the top of the error message, drag the message down the screen until the parcel number is visible on the Reappraise Form, and write the parcel number on a piece of paper. The user can click the Ignore Button on the error message, continue with the reappraise process, and fix the problem after the reappraise process is completed; otherwise, the Abort Button can be clicked to exit WinGAP and fix the problem with the parcel, and run reappraise again. Also, the Data Edits routine, found at **Tools >> File Maintenance >> Data Edits**, should be run prior to running Reappraise, and may prevent some of these error messages from occurring.

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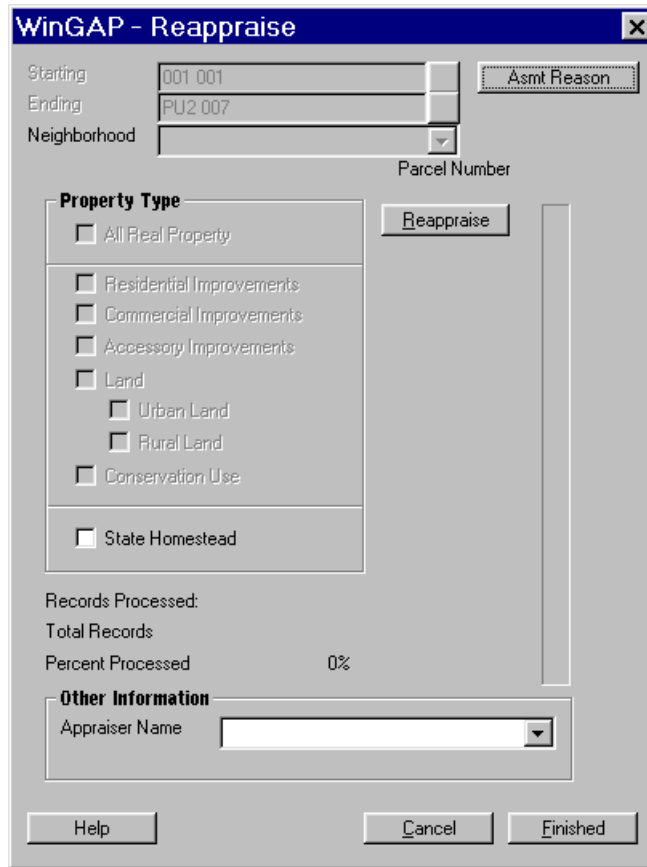
Example One: The above message is typical of an error message received while reappraising Residential Improvements. In this case the improvement did not have either a Grade, Year Built, or Observed Condition entered, and Depreciation could not be calculated. This problem was common with early versions of WinGAP; the user is now required to enter data in these fields before leaving the Residential or Commercial Improvements Forms.

Example Two: Another error may occur if a Residential Improvement is a Non-Prebilled Manufactured Home, and the user has checked the House Pricing checkbox on the Mobile Homes Form, but has not filled in the required calculation information on the Residential Improvements Form. Again, depreciation cannot be calculated because of the missing data. If the House Pricing checkbox on the Mobile Homes Form is checked, the Residential Improvement information must be entered. If the Mobile Home is to be priced using the Mobile Home Schedules, the House Pricing checkbox should not be checked.

- **Personal Property**

The Personal Property option on the Re-Appraise sub-menu allows the Assessors' Office to automatically recalculate machinery, equipment, furniture and fixtures cost item values for all Personal Property accounts. Selecting this option takes the user to the Reappraise Form for Personal Property, as seen on the next page.

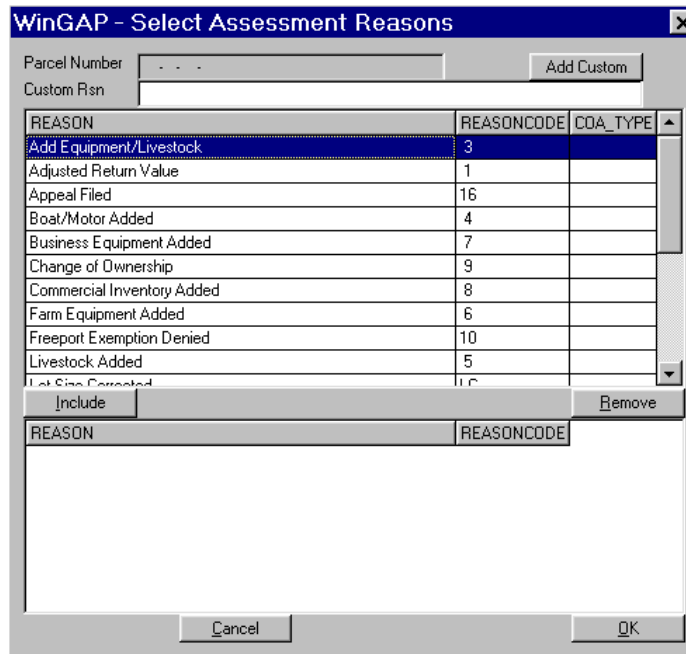
WinGAP Technical Workshop



The image shows a software dialog box titled "WinGAP - Reappraise". It contains several input fields and buttons. At the top, there are fields for "Starting" (001 001), "Ending" (PU2 007), and "Neighborhood" (a dropdown menu). To the right of these fields is a button labeled "Asmt Reason". Below these fields is a "Parcel Number" label. The main section is titled "Property Type" and contains a list of checkboxes: "All Real Property", "Residential Improvements", "Commercial Improvements", "Accessory Improvements", "Land" (with sub-options "Urban Land" and "Rural Land"), "Conservation Use", and "State Homestead". To the right of this list is a "Reappraise" button. Below the "Property Type" section, there is a "Records Processed:" section showing "Total Records" and "Percent Processed" (0%). At the bottom, there is an "Other Information" section with a label "Appraiser Name" and a dropdown menu. At the very bottom of the dialog are three buttons: "Help", "Cancel", and "Finished".

The reappraise options that were available for Real Property are not available for Personal Property; ALL Personal Property accounts are reappraised at the same time. However, the user can assign an Appraiser Name by clicking that combo box as well as assign an Assessment Reason for this reappraisal by clicking the **Asmt Reason** button on the upper right of the Reappraise Form. The Select Assessment Reasons Form will appear, next page, and an Assessment Reason for this reappraisal can be chosen from those available in the list by highlighting the desired item and clicking the Include Button. If a special Assessment Reason for this reappraisal is desired, the user can key in the description of the reappraisal in the Custom Rsn field, and then click the **Add Custom** button on the upper right of the Select Assessment Reasons Form to assign this reason to the Reappraisal. This Assessment Reason will be included with any other Assessment Reasons already assigned to the Personal Property accounts selected for reappraisal and this Assessment Reason will be printed on the Assessment Notice for each account. Once the Assessment Reason(s) for this reappraisal have been selected, the user can click the OK Button on the Select Assessment Reasons Form to return to the Reappraise Form.

WinGAP Technical Workshop



WinGAP - Select Assessment Reasons

Parcel Number: - - - Add Custom

Custom Rsn:

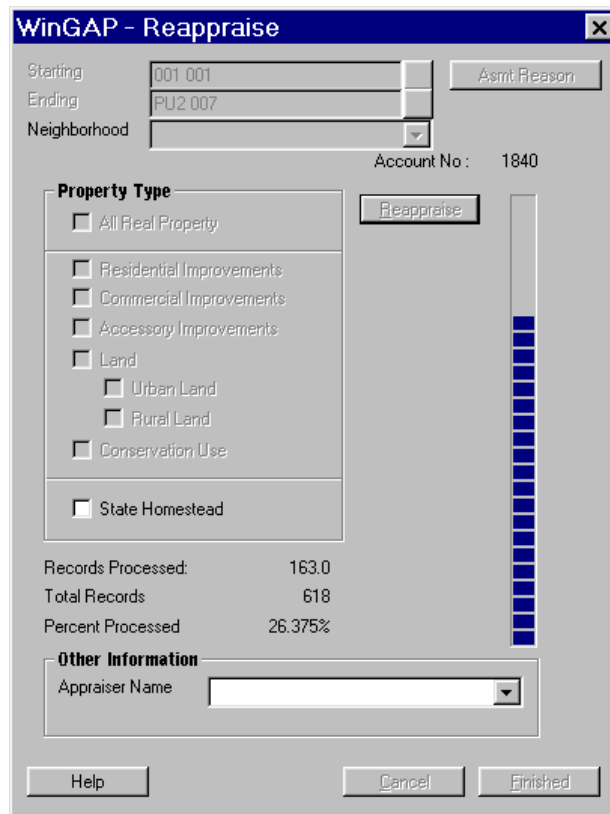
REASON	REASONCODE	COA_TYPE
Add Equipment/Livestock	3	
Adjusted Return Value	1	
Appeal Filed	16	
Boat/Motor Added	4	
Business Equipment Added	7	
Change of Ownership	9	
Commercial Inventory Added	8	
Farm Equipment Added	6	
Freeport Exemption Denied	10	
Livestock Added	5	
Lot Size Corrected	11	

Include Remove

REASON REASONCODE

Cancel OK

If the user is unsure whether to perform the Reappraise procedure, the **Cancel** button should be clicked on the Reappraise Form to return to the main WinGAP screen. Otherwise, the **Reappraise** button should be clicked to begin the reappraisal process. As shown in the image below, a bargraph will display the progress of the process, Personal Property account numbers will display on the Form as they are reappraised, and the number of records selected and processed will display. Depending upon the number of Personal Property accounts in the County, the process could last from less than a minute to a few minutes.



WinGAP - Reappraise

Starting: 001 001 Ending: PU2 007 Neighborhood: Account No: 1840

Property Type

- ☐ All Real Property
- ☐ Residential Improvements
- ☐ Commercial Improvements
- ☐ Accessory Improvements
- ☐ Land
 - ☐ Urban Land
 - ☐ Rural Land
- ☐ Conservation Use
- ☐ State Homestead

Reappraise

Records Processed: 163.0
Total Records: 618
Percent Processed: 26.375%

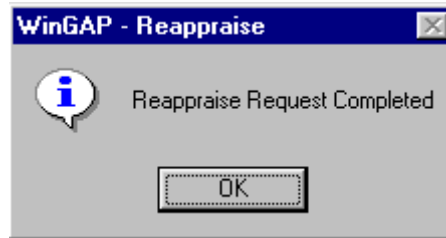
Other Information

Appraiser Name:

Help Cancel Finished

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When the reappraisal process is finished a message will appear superimposed over the Reappraise Form informing the user that the process is completed. The **OK** button should be clicked to return the user to the Reappraise Form, where the **Finished** button can be clicked to return the user to the main WinGAP screen.



NOTE: During the Personal Property reappraisal process, the user may receive various types of error messages, similar to the one shown above for Real Property. These error messages are usually indicative of data entry problems with a particular account, boat, or aircraft. If an error message is received, the user should click in the caption bar at the top of the error message, drag the message down the screen until the parcel number is visible on the Reappraise Form, and write the account number on a piece of paper. The user can click the Ignore Button on the error message, continue with the reappraise process, and fix the problem after the reappraise process is completed; otherwise, the Abort Button can be clicked to exit WinGAP and fix the problem with the account, and run reappraise again.

- **Prebill Manufactured Housing**

The Prebill Manufactured Housing option on the Re-Appraise sub-menu allows the Assessors' Office to automatically recalculate property values for all Prebilled Manufactured Homes in the County due to changes in manufactured housing schedules, such as the Size Adjustment Table, Quality Adjustments, Depreciation Tables, etc. Selecting this option takes the user to the Reappraise Form for Prebilled Manufactured Homes, as seen below.

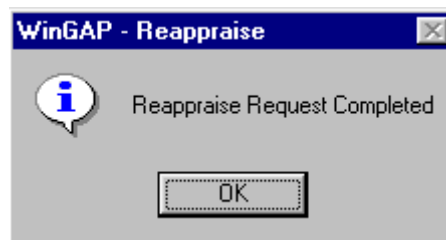
A screenshot of the "WinGAP - Reappraise" application window. The window has a title bar with the text "WinGAP - Reappraise" and a close button. The main area contains several input fields and checkboxes. At the top, there are fields for "Starting" (containing "001 001"), "Ending" (containing "PU2 007"), and "Neighborhood" (a dropdown menu). To the right of these fields is a button labeled "Asmt Reason". Below these fields is a "Parcel Number" label. In the center, there is a "Property Type" section with a list of checkboxes: "All Real Property", "Residential Improvements", "Commercial Improvements", "Accessory Improvements", "Land" (with sub-options "Urban Land" and "Rural Land"), "Conservation Use", and "State Homestead". To the right of this list is a "Reappraise" button. Below the "Property Type" section, there is a status area showing "Records Processed:", "Total Records", and "Percent Processed" (displaying "0%"). At the bottom, there is an "Other Information" section with a label "Appraiser Name" and a dropdown menu. At the very bottom of the window are three buttons: "Help", "Cancel", and "Finished".

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The reappraise options that were available for Real Property are not available for Prebilled Manufactured Housing; ALL Prebilled Manufactured Homes are reappraised at the same time. Also, the user cannot assign an Assessment Reason for this reappraisal, like can be done for Real and Personal Property, as the **Asmt Reason** button is not available for use on the Reappraise Form for Prebilled Manufactured Housing. However, the user can assign an Appraiser Name by clicking that combo box.

If the user is unsure whether to perform the Reappraise procedure, the **Cancel** button should be clicked on the Reappraise Form to return to the main WinGAP screen. Otherwise, the **Reappraise** button should be clicked to begin the reappraisal process. As shown in the image below, a bargraph will display the progress of the process, Prebilled Mobile Home account numbers will display on the Form as they are reappraised, and the number of records selected and processed will display. Depending upon the number of Prebilled Mobile Homes in the County, the process could last from less than a minute to a few minutes.

When the reappraisal process is finished a message will appear, as seen below, informing the user that the process is completed. The **OK** button should be clicked to return the user to the Reappraise Form, where the **Finished** button clicked to return the user to the main WinGAP screen.



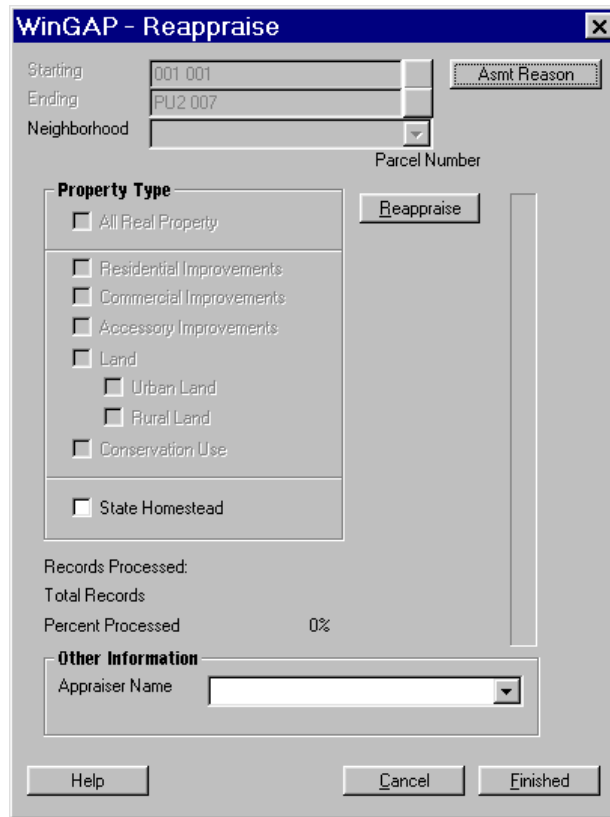
NOTE: During the reappraisal process, the user may receive various types of error messages similar to the one shown above for Real Property. These error messages are usually indicative of data entry problems with a particular Prebilled Manufactured Home, and examples are given below. If an error message is received, the user should click in the caption bar at the top of the error message, drag the message down the screen until the Prebilled Manufactured Home account number is visible on the Reappraise Form, and write the account number on a piece of paper. The user can click the Ignore Button on the error message, continue with the reappraise process, and fix the problem after the reappraise process is completed; otherwise, the Abort Button can be clicked to exit WinGAP and fix the problem with the Prebilled Manufactured Home, and run reappraise again.

Example: One common error message received while reappraising Prebilled Manufactured Homes involves the fact that a Model was not selected for the Mobile Home during data entry. This problem was common with early versions of WinGAP; the user is now required to select a Model for the Prebilled Manufactured Home before leaving the Mobile Homes Form.

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- Boats - ABOS

The Boats - ABOS option on the Re-Appraise sub-menu allows the Assessors' Office to automatically recalculate values for all Boats in the County using the ABOS schedules. Selecting this option takes the user to the Reappraise Form for Boats, as seen below.



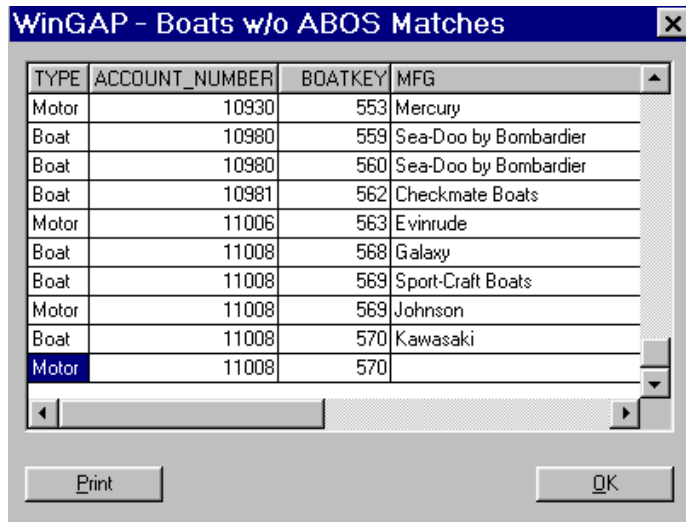
The image shows a software window titled "WinGAP - Reappraise". It contains several input fields and buttons. At the top, there are fields for "Starting" (001 001), "Ending" (PU2 007), and "Neighborhood" (a dropdown menu). To the right of these is a button labeled "Asmt Reason". Below these fields is a "Parcel Number" label and a "Reappraise" button. A section titled "Property Type" contains a list of checkboxes: "All Real Property", "Residential Improvements", "Commercial Improvements", "Accessory Improvements", "Land" (with sub-options "Urban Land" and "Rural Land"), and "Conservation Use". Below this is a checkbox for "State Homestead". At the bottom left, there is a section titled "Other Information" with a label "Appraiser Name" and a dropdown menu. At the bottom of the window are three buttons: "Help", "Cancel", and "Finished". In the center of the window, there is a progress indicator showing "Records Processed: Total Records" and "Percent Processed 0%".

The reappraise options that were available for Real Property are not available for Boats; ALL Boats are reappraised at the same time. Also, the user cannot assign an Assessment Reason for this reappraisal, like can be done for Real and Personal Property, as the **Asmt Reason Button** is not available for use on the Reappraise Form for Boats. However, the user can assign an Appraiser Name by clicking that combo box.

If the user is unsure whether to perform the Reappraise procedure, the **Cancel** button should be clicked to return to the main WinGAP screen. Otherwise, the **Reappraise** button should be clicked to begin the process. As the reappraise process goes forward a bar graph will display the reappraisal progress, Personal Property account numbers will display on the Form as the Boats are reappraised, and the number of records selected and processed will display. Depending upon the number of Boats in the County, the process could last from less than a minute to a few minutes.

When the reappraisal process is finished, a window will appear, next page, listing any Boats that do not have ABOS matches, as seen on the next page. These Boats could not be reappraised using the ABOS schedules. The user should print a list of these boats by clicking the Print button on the Boats w/o ABOS Matches form and go to the Personal Property Accounts for these Boats and make sure that data entry on these Boats is correct.

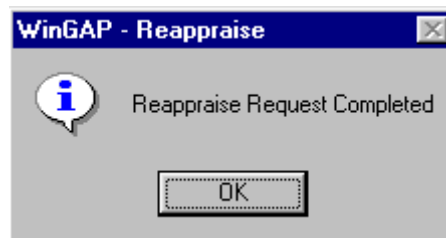
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A screenshot of a software window titled "WinGAP - Boats w/o ABOS Matches". The window contains a table with four columns: TYPE, ACCOUNT_NUMBER, BOATKEY, and MFG. The table lists various boat and motor entries. At the bottom of the window, there are two buttons: "Print" and "OK".

TYPE	ACCOUNT_NUMBER	BOATKEY	MFG
Motor	10930	553	Mercury
Boat	10980	559	Sea-Doo by Bombardier
Boat	10980	560	Sea-Doo by Bombardier
Boat	10981	562	Checkmate Boats
Motor	11006	563	Evinrude
Boat	11008	568	Galaxy
Boat	11008	569	Sport-Craft Boats
Motor	11008	569	Johnson
Boat	11008	570	Kawasaki
Motor	11008	570	

Once the listing is printed, the Boats without ABOS matches window can be closed by clicking the **OK** button and message will be displayed, as seen below, informing the user that the reappraisal process is completed. The **OK** button should be clicked to return the user to the Reappraise Form, where the **Finished** button clicked to return the user to the main WinGAP screen.



NOTE: During the reappraisal process, the user may receive various types of error messages similar to the one shown above for Real Property. These error messages are usually indicative of data entry problems with a particular Boat. If an error message is received, the user should click in the caption bar at the top of the error message, drag the message down the screen until the Personal Property account number for that Boat is visible on the Reappraise Form, and write the account number on a piece of paper. The user can click the Ignore Button on the error message, continue with the reappraise process, and fix the problem after the reappraise process is completed; otherwise, the Abort Button can be clicked to exit WinGAP and fix the problem with the Boat, and run reappraise again.

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- **Mfg Housing - NADA**

The Mfg Housing - NADA option on the Re-Appraise sub-menu allows the Assessors' Office to automatically recalculate all Manufactured Housing using the NADA schedules. Selecting this option takes the user to the NADA Reappraise Form, as seen below.

WinGAP - NADA Reappraise

Account # Fixed Text ☒ Prebill ☐ Non-Prebill Reappraise

Records Processed Fixed Text 0% Change my pricing method to NADA for all direct NADA Mfg+Model hits ☐

Homes in Mobile.DBF that did not have a match [Mfg+Model+Width] in NADA. Records:

mobilekey	realkey	mfg	model
-----------	---------	-----	-------

Print List

Homes with valid Mfg + Model but with invalid widths, lengths or year information Records:

mobilekey	realkey	mfg	model	width	length	yearbuilt	effyrbuilt
-----------	---------	-----	-------	-------	--------	-----------	------------

Print List Help Done

Both Prebilled and Non-Prebilled Mobile Homes can be reappraised on this form (Non-Prebilled Mobile Homes that have a checkmark in the House Pricing Checkbox will not be reappraised). If the user wants to change the pricing method to NADA for all Mobile Homes that have direct Manufacturer/Model matches in the NADA schedule, that checkbox should be clicked with the mouse.

The top list box on the NADA Reappraise Form will display Mobile Homes that do not have direct Manufacturer/Model matches in the NADA schedule. The bottom list box will display Mobile Homes that have direct Manufacturer/Model matches in the NADA schedule but have invalid length, widths, or year built as far as the NADA schedule is concerned. If any Mobile Homes appear in these list boxes during the reappraise process, the user can print these lists by clicking the appropriate **Print** button at the bottom left of each list box.

If the user is unsure whether to perform the Reappraise procedure, the **Done** button should be clicked to return to the main WinGAP screen. Otherwise, the **Reappraise** button should be clicked to begin the reappraisal process. As this process goes forward, as shown on the next page, a bar graph will display the reappraisal progress, Mobile Home account numbers will display on the Form as the Mobile Homes are compared to the NADA schedule and if a match is found, reappraised, and the number of records selected and processed will display. Depending upon the number of Prebilled or Non-Prebilled Mobile Homes in the County, the process could last from less than a minute to a few minutes.

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WinGAP - NADA Reappraise

Account # ☒ Prebill ☐ Non-Prebill Reappraise

Records Processed 1049 70% Change my pricing method to NADA for all direct NADA Mfg+Model hits

Homes in Mobile.DBF that did not have a match [Mfg+Model+Width] in NADA. Records:

mobilekey	realkey	mfg	model
1378	0	UNKNOWN	UNKNOWN
1381	0	FLINTSTONE	WESTGATE
1383	0	BELLCREST HOMES	PINEHURST II
1388	0	BELLCREST HOMES	WISTERIA 11
1390	0	UNKNOWN	UNKNOWN
1393	0	HOMESTEAD HOMES INC	SOUTHERN EDITION
1401	0	HORTON HOMES INC	SUMMIT PRIMARY
1449	0	NATIONAL HOMES	VEGA

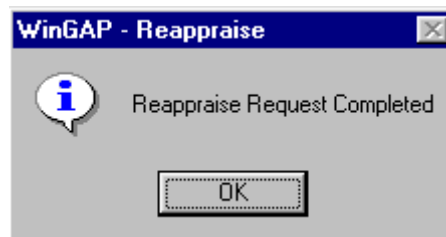
Print List

Homes with valid Mfg + Model but with invalid widths, lengths or year information Records:

mobilekey	realkey	mfg	model	width	length	yearbuilt	effyrbuilt
-----------	---------	-----	-------	-------	--------	-----------	------------

Print List Help Done

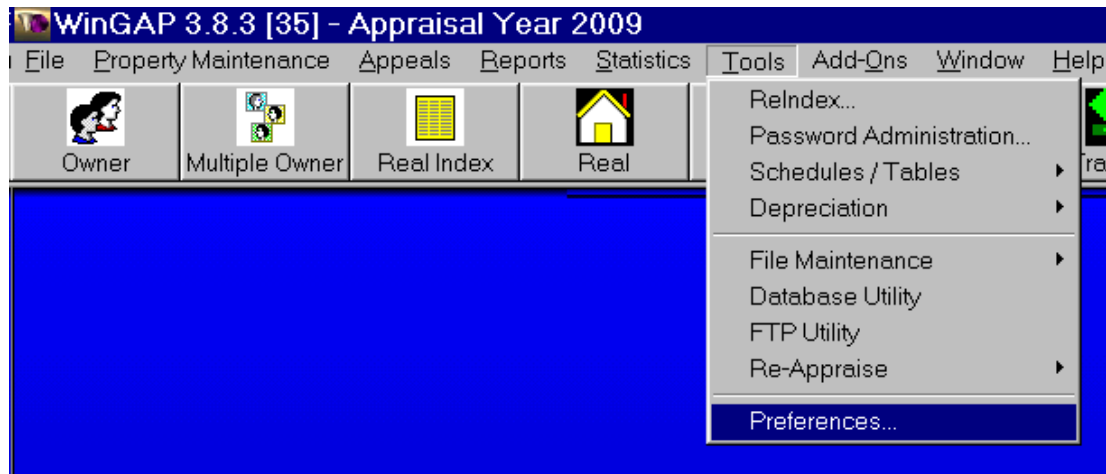
When the reappraisal process is finished, a message will be displayed, as seen below, informing the user that the reappraisal process is completed. The **OK** button should be clicked to return the user to the NADA Reappraise Form.



At this point the listing for any Mobile Homes that appear in either of the two list boxes should be printed, as these Mobile Homes did not have NADA matches and could not be reappraised. The user should click the Done button on the Reappraise form and then go to the Prebilled Mobile Home account (the Mobilekey), if the Prebill checkbox was checked, or the Residential Improvement account (the Realkey for that Improvement, and then the Mobilekey for that Mobile Home), if the Non-Prebill checkbox was checked, for all of these Mobile Homes and make any necessary changes for these Mobile Homes.

NOTE: During the reappraisal process, the user may receive various types of error messages similar to the one shown above for Real Property. These error messages are usually indicative of data entry problems with a particular Boat. If an error message is received, the user should click in the caption bar at the top of the error message, drag the message down the screen until the Personal Property account number for that Boat is visible on the Reappraise Form, and write the account number on a piece of paper. The user can click the Ignore Button on the error message, continue with the reappraise process, and fix the problem after the reappraise process is completed; otherwise, the Abort Button can be clicked to exit WinGAP and fix the problem with the Boat, and run reappraise again.

Preferences



The Preferences option on the Tools Menu is used to access the Preferences Form, below, where various background information about the Assessors Office, such as County Name, Point Costs, and Depreciation Years are entered. A discussion of all fields on the Preferences Form follows.

WinGAP - Preferences

County Information

County Name:

Address:

City / State / Zip:

Phone / Ext:
 Fax: Email:
 Web:

Point/Base Costs

Residential	100.00
Commercial	100.00
Commercial Base	1.00
Accessory	100.00

Depreciation Years

Residential	2001
Commercial	2001
MFG Housing	2001
Accessory	2001

Other Options

<input type="checkbox"/> Truncate Values	<input checked="" type="checkbox"/> Auto-Reasons (Real)
<input checked="" type="checkbox"/> Disable Logins	<input checked="" type="checkbox"/> Auto-Reasons (Pers)
<input type="checkbox"/> bBrowser Cost Form	<input type="checkbox"/> PT50R = LIVE DATA
<input type="checkbox"/> Lock System	<input type="checkbox"/> COA Auto-Flag
<input type="checkbox"/> Rnd Area Mult to 6 dec.	<input type="checkbox"/> Hide Comments
<input type="checkbox"/> Attic: Use Max/Min Area	<input type="checkbox"/> Bsmt: Use Max/Min Area

Special District Description:

Parcel Number Template:

Customize Lendor Label:

Customize Occupancy Label:

Customize Fireplace Label:

Appraisal Year:

Rural Acre Break:

PU Eq Ratio %:

Return Deadline:

Default Startup Directory:

Guest Startup Directory:

Freeport Raw Material %: ABOS Default: ABOS Yr: 2008

Freeport Finished Goods %: Land Influences: NADA Yr: 2008

Freeport Out of State %:

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County Information section

County Information			
County Name	Jones		
Address	Jones County Government Center		
	P O Box 1359		
City / State / Zip	Gray	GA	31032-
Phone / Ext:	(478)986-6300		Email: jcotax@mto.infi.net
Fax:	(478)986-6504		Web:

- **County Name:** The first of the fields in the County Information Section of the Preferences Form is where the County Name, such as Jenkins, is keyed. It is not necessary to key "County" after the County Name.
- **Address:** Three fields are provided for keying the address of the Assessors' Office.
- **City/State/Zip:** Three fields are provided for keying the City, State, and Zip Code of the Assessors' Office.
- **Phone:** The primary phone number, and phone extension, if used, of the Assessors' Office are keyed in these two fields.
- **Fax:** The fax number of the Assessors' Office is keyed in this field.
- **Email:** The email address of the Assessors' Office is keyed in this field.
- **Web:** If the Assessors' Office has a website, its URL(Uniform Resource Locator, such as WWW.assessorsoffice.gov), is keyed in this field.

Point/Base Costs section

Point/Base Costs	
Residential	100.00
Commercial	100.00
Commercial Base	1.00
Accessory	100.00

- **Residential:** The Residential Point Cost field contains the value which converts points generated by WinGAP for Residential Improvements into a dollar value for each Residential Improvement. The Residential Point Cost lets the county localize property values for Residential Improvements. Arriving at the point cost for a particular county requires a study of sales. Assistance with the study can be provided by DOR personnel.
- **Commercial:** The Commercial Point Cost field contains the value which converts points generated by WinGAP for Commercial and Industrial Improvements into a dollar value for each Commercial or Industrial Improvement. Like the Residential Point Cost, the Commercial Point Cost lets the county localize property values for Commercial and Industrial Improvements. Arriving at the Commercial Point Cost for a particular county requires a study of sales and assistance with the study can be provided by DOR personnel.
- **Commercial Base:** The Commercial Base Cost field contains a dollar per square foot value that is used as the basis for the valuation of all commercial and industrial buildings and extra features that are priced by the square foot method. The value of each building and extra feature is based on a percentage of the base cost.
- **Accessory:** The Accessory Point Cost field contains the value which converts points generated by WinGAP for Accessory Improvements into a dollar value for each Accessory Improvement. The point cost lets the county localize property values for accessory buildings.

Depreciation Years section

Depreciation Years	
Residential	2001
Commercial	2001
MFG Housing	2001
Accessory	2001

- **Residential:** The Residential Improvement Depreciation Year field contains the base year from which system generated depreciation is calculated. The age of a Residential Improvement is determined by subtracting the year built or effective year built from the depreciation year. This locks depreciation in until the county decides to change it. Any houses with a year built greater than the depreciation year will be determined to have an effective age of zero years.
- **Commercial:** Like the Residential Improvement Depreciation Year, the Commercial Improvement Depreciation Year is the base year from which the system generated depreciation for Commercial and Industrial Improvements is calculated. The age of a Commercial or Industrial Improvement is determined by subtracting the year built or effective year built from the depreciation year. This locks depreciation in until the county decides to change it. Like Residential Improvements, any commercial structures with a year built greater than the depreciation year will be determined to have an effective age of zero years.
- **MFG Housing:** Also like the Residential Improvement Depreciation Year, the MFG Housing Depreciation Year is the base year from which the system generated depreciation for Manufactured Housing is calculated. The age of a Mobile Home is determined by subtracting the year built or effective year built from the depreciation year. This locks depreciation in until the county decides to change it. Like Residential Improvements, any Mobile Homes with a year built greater than the depreciation year will be determined to have an effective age of zero years.
- **Accessory:** Also like the Residential Improvement Depreciation Year, the Accessory Improvement Depreciation Year is the base year from which the system generated depreciation for Accessory Improvements is calculated. The age of an Accessory Improvement is determined by subtracting the year built from the depreciation year. This locks depreciation in until the county decides to change it. Like Residential Improvements, any accessory buildings with a year built greater than the depreciation year will be determined to have an effective age of zero years.

Other Options section

Other Options	
<input type="checkbox"/> Truncate Values	<input checked="" type="checkbox"/> Auto-Reasons (Real)
<input type="checkbox"/> Disable Logins	<input checked="" type="checkbox"/> Auto-Reasons (Pers)
<input type="checkbox"/> bBrowser Cost Form	<input type="checkbox"/> PT50R = LIVE DATA
<input type="checkbox"/> Lock System	<input type="checkbox"/> COA Auto-Flag
<input type="checkbox"/> Rnd Area Mult to 6 dec.	<input type="checkbox"/> Hide Comments
<input type="checkbox"/> Attic: Use Max/Min Area	<input type="checkbox"/> Bsmt: Use Max/Min Area

- **Truncate Values:** If a checkmark is placed in the Truncate Values checkbox, all values will be rounded down to the nearest \$100. For example, a Residential Improvement that has a value of \$126,767 will be rounded down (truncated) to \$126,700.
- **Disable Logins:** Placing a checkmark in the Disable Logins checkbox will disable logins and allow complete access to WinGAP to any user. Removing the checkmark will cause the WinGAP Login Form to appear, requiring each user to enter a Login ID and Password, unless the Guest Button is clicked to gain access.

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- **bBrowser Cost Form:** Changes the way the information is displayed on the Cost Approach Form that is reached from the Personal Property General Information Form. When the bBrowser Cost Form checkbox is left unchecked, the Cost items are displayed in a normal list box; if checked, the Cost items are displayed in a bBrowser list box.
- **Lock System:** The Lock System checkbox is used to lock all other users except the system administrator or primary operator out of WinGAP. This is done at those times when access to WinGAP files must be restricted, such as Reindexing and Reappraising.
- **Rnd Area Mult to 6 dec:** The Round Area Multiplier to 6 Decimals checkbox, if checked, will round the residential improvement area multiplier to 6 decimal places instead of 2. Checking the box will result in value changes for almost all Residential Improvements but will remove an anomaly in the Area Multiplier calculation that is present when the Area Multiplier is rounded to 2 decimal places.
- **Attic: Use Max/Min Area:** Placing a checkmark in this checkbox provides the user with the capability of using the Residential Improvement Schedules Maximum and Minimum Areas in the calculation of the Area Multiplier for Attics. The Area Multiplier will be rounded to 6 decimals for Attics instead of 3 decimals when this calculation method is selected. Checking the box will result in value changes for all Residential Improvements that have Attics.
- **Auto Reasons (Real):** Provides the user with the ability to turn on/off the automatic change of assessment reasons for Real Property. If the box is checked, auto-reasons will be applied.
- **Auto Reasons (Personal):** Provides the user with the ability to turn on/off the automatic change of assessment reasons for Personal Property. If the box is checked, auto-reasons will be applied.
- **PT50R = LIVE DATA:** Provides the user with the ability to select the year from which PT50 data is printed. If a check is placed in this checkbox, all PT50R's will be printed with data from the current digest year. If no checkmark is present, data on the PT50R will be printed from the pt50r.dbf which is populated with previous year's data during Yearend Cleanup.
- **COA Auto-Flag:** If the COA Auto-Flag box is checked, the user will not be prompted for flagging a real or personal account for a Change of Assessment notice. The flag will be automatically set if the value or ownership changes. If the box is unchecked, the prompt for the COA flag will appear as it has in previous versions.
- **Hide Comments:** If this box is checked, comments on the Real Property General Information Form and Personal Property General Information Form will be hidden from Guest logins. The comments will not be printed on the Property Record Card for Guests. Personal Property PRCs cannot be printed by Guests. The Comments will be redacted from the Public Export.
- **Bsmt: Use Max/Min Area:** Placing a checkmark in this checkbox provides the user with the capability of using the Residential Improvement Schedules Maximum and Minimum Areas in the calculation of the Area Multiplier for Basements. The Area Multiplier will be rounded to 6 decimals for Attics instead of 3 decimals when this calculation method is selected. Checking the box will result in value changes for all Residential Improvements that have Basements.

Remaining Preference Form Fields

Special District Description	Special District	Appraisal Year	2008
Parcel Number Template	XXXXXXXXXXXXXX	Rural Acre Break	30.00
Customize Lendor Label	Lendor	PU Eq Ratio %	40.00
Customize Occupancy Label	Occupancy	Return Deadline	04/01/2008
Customize Fireplace Label	Fireplace / Misc	Default Startup Directory	2008
		Guest Startup Directory	2007

Freeport Raw Material %	0.00	ABOS Default	Low	ABOS Yr: 2008
Freeport Finished Goods %	0.00	Land Influences	Compound	NADA Yr: 2008
Freeport Out of State %	0.00			

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- **Special District Description:** The Real and Personal Property General Information Forms contain a checkbox that can be used by the County to group tax bills for specific valuation and billing purposes. The County can use the Special District Description field on the Preferences Form to customize for local purposes the description that displays on the General Information Forms next to this field.
- **Parcel Number Template:** The County's Parcel Number structure is customized by utilizing the Parcel Number Template field. Most WinGAP counties use the default Template of XXXX-XXX-XXXX-XXX, where the first four Xs represent the Map Number, the next three Xs the Block Number, the next four Xs the Parcel Number, and the last three Xs the Sub Parcel Number. The field can accommodate a Parcel Number up to 30 characters in length, including the dashes. The "X" Template symbol will accept any character or number as part of the Parcel Number; if a County wanted to restrict the entire Parcel Number, or a portion of the Parcel Number to just numbers, the Template symbol of "9" would be used in place of the "X".
- **Customize Lendor Label:** The Real Property General Information Form contains a Lendor field that is used to group tax bills that are escrowed to a particular lending institution. The County can use the Customize Lendor Label field on the Preferences Form to customize the description of this field.
- **Customize Occupancy Label:** The Residential Improvements Form contains a field where the type of Occupancy(1 Family, 2 Family, Mobile Home, etc) of the Improvement is specified. The County can use the Customize Occupancy Label field on the Preferences Form to customize the description of the Occupancy field on the Residential Improvements Form.
- **Customize Fireplace Label:** The Residential Improvements Form contains a field where the type and number of Fireplaces found on the Improvement are specified. The County can use the Customize Fireplace Label field on the Preferences Form to customize the description of the Fireplace field on the Residential Improvements Form.
- **Appraisal Year:** The current Appraisal Year(or tax digest year) is keyed in this field. Other Appraisal Years can be selected for review by clicking on File/Select Appraisal Year on the WinGAP Tool Bar.
- **Rural Acre Break:** The Rural Acre Break is used to enter the acre level at which rural large tract valuation begins. From this acre level upward values will be entered in the Accessibility/ Desirability Table(found in Tools/Schedules/Tables/Accessibility/Desirability) as factors. All values in the Accessibility/Desirability Table below the acre level will be entered as tract values. If the Rural Acre Break is at the 30 acre level, it would be keyed in the Rural Acre Break field as 30.00.
- **PU Eq Ratio %:** The Public Utilities Equalization Ratio percentage field is used to adjust the value of public utility property. Public Utility property values should be entered at 100% and the property classed as Utility before the Equalization Ratio will be applied to adjust values accordingly. If the Public Utilities Equalization Ratio percentage for the County is 40, it would be keyed as 40.00.
- **Return Deadline:** A default deadline that will print on Personal Property reporting forms can be keyed in this field.
- **Default Startup Directory:** The default data directory or folder, such as 2005, can be selected from the available data folders by clicking on the Default Startup Directory combo box.
- **Guest Startup Directory:** The guest startup directory is used when the Guest Button is clicked on the Login screen. The selection of the guest startup directory is at the discretion of the Assessors. Many counties elect to maintain a Guest Startup Directory that corresponds to the last approved digest. This is done due to the view that current year information is work-in-progress and may provide misinformation to a Guest.
- **Freeport Raw Material %:** Used with Personal Property, the percentage of Inventory Raw Material that is exempt from taxes (Freeport) is keyed in this field.
- **Freeport Finished Goods %:** Also used with Personal Property, the percentage of Inventory Finished Goods that is exempt from taxes(Freeport) is keyed in this field.
- **Freeport Out of State %:** Also used with Personal Property, the percentage of Inventory Out of State that is exempt from taxes (Freeport) is keyed in this field.
- **ABOS Default:** The default pricing method for Boats/Motors using the ABOS schedules can be set by selecting one of the four available options from this combo box(High, Low, Retail, or SRP).
- **ABOS Year:** The year that the ABOS Schedules currently in use by WinGAP were updated.
- **NADA Year:** The year that the NADA Schedules currently in use by WinGAP were updated.
- **Land Influences:** Adjustments to Land Values can be made on the Land Information Form in WinGAP. Up to seven adjustments to either Urban or Rural Land can be applied. The manner in which these Land

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Influence adjustments are made is determined by the choice made on the Land Influences combo box on the Preferences Form. The two choices are Additive and Compound (also called multiplicative).

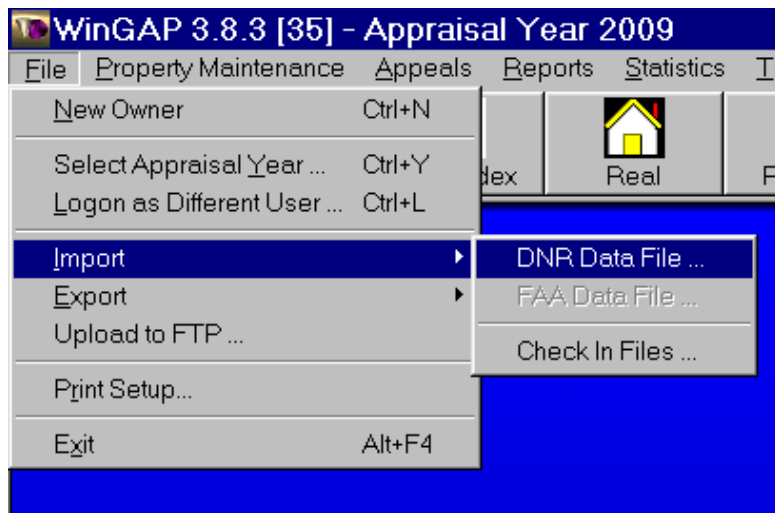
The formula for Compound application (the manner in which Land Influences have always been applied within WinGAP) of Land Influences is as follows: $\text{Base Land} * \text{Influence1} * \text{Influence2} * \text{Influence3} * \text{Influence4} * \text{Influence5} * \text{Influence6} * \text{Influence7} * \text{Neighborhood Influence}$. The formula for Additive application of Land Influences is as follows: $(\text{Base Land} + [(1-\text{Influence1}) * \text{Base Land}] + [(1-\text{Influence2}) * \text{Base Land}] + [(1-\text{Influence3}) * \text{Base Land}] + [(1-\text{Influence4}) * \text{Base Land}] + [(1-\text{Influence5}) * \text{Base Land}] + [(1-\text{Influence6}) * \text{Base Land}] + [(1-\text{Influence7}) * \text{Base Land}]) * \text{Neighborhood Influence}$.

In the above formulas, Base Land is the value of the land resulting from the calculation of the land subrecords. In the case of Rural Land, the Base Land value would include the application of the Accessibility/Desirability factor.

Changes to the Preferences Form are saved by clicking the OK Button, which returns the user to the WinGAP Main screen.

Import

The Import option on the File Menu produces a Sub-Menu with three options:



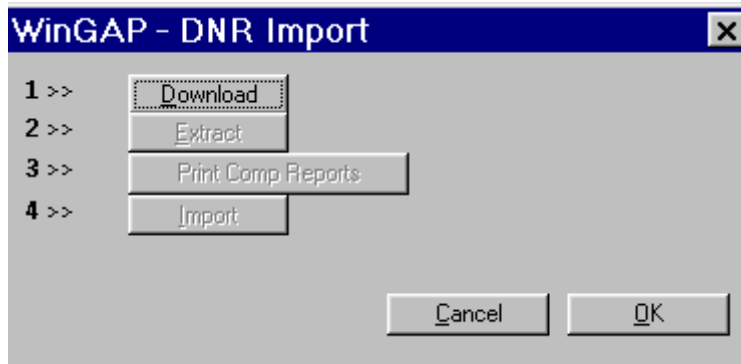
These options allow the user to Import, or pull into WinGAP, data from three sources:

1. **DNR Data File (Boats for Personal Property)**
2. **FAA Data File (Aircraft for Personal Property)** This option does not function in WinGAP Version 3.8.3.
3. **Check In Files**

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1. DNR Data File

New Georgia Department of Natural Resources boat data for the County can be imported into the County's existing DNR file by choosing this option, which produces the DNR Import form:



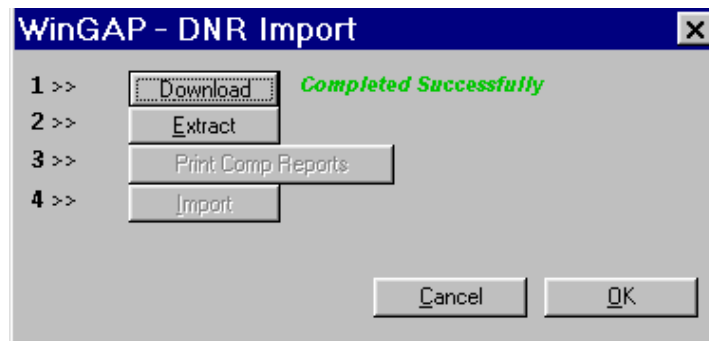
The user must have an **ACTIVE** Internet connection in order to import the DNR Data files. Also, Winzip and the Winzip Command Line Interface must be installed. The DNR Data File process consists of the following steps:

- The user will be connected to <ftp.wingap.com>
- The dnrnew.zip file will be downloaded
- The dnrnew.dbf will be extracted from dnrnew.zip
- Three comparison reports can be printed
- The status of all previously unregistered boats will be set to New
- The boat records with a status of New will be merged from dnrnew.dbf to dnr.dbf

The **Download** Button on the DNR Import form should be clicked to proceed. If the user is not sure whether or not to proceed, either the OK or Cancel button can be clicked to return to the main WinGAP screen.

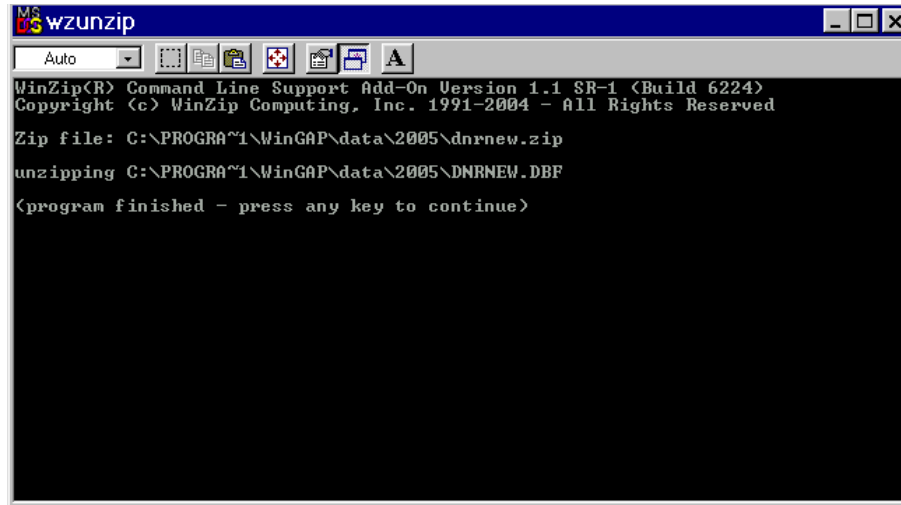
Clicking the Download button will trigger the following process:

The user will see a "Logging On" message, followed by several other messages as the DNR file is downloaded. When the download is finished, the DNR Import form will display that the download has been completed successfully, as shown below:

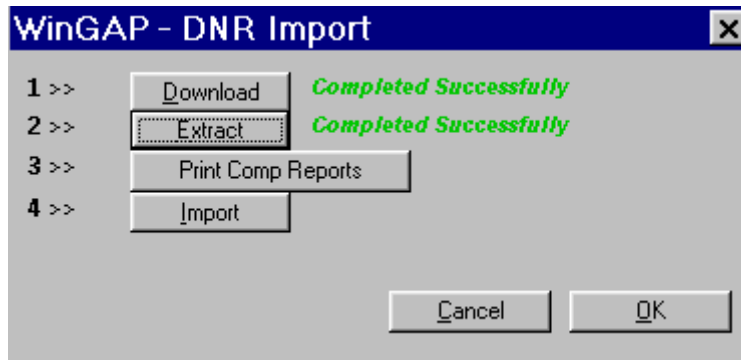


The user should now click the Extract Button on the DNR Import form to extract the DNR files. WinGAP will then unzip the new DNR file and a DOS command line window will appear, as shown on the next page, confirming this. Any key can be pressed at this point to close the command line window.

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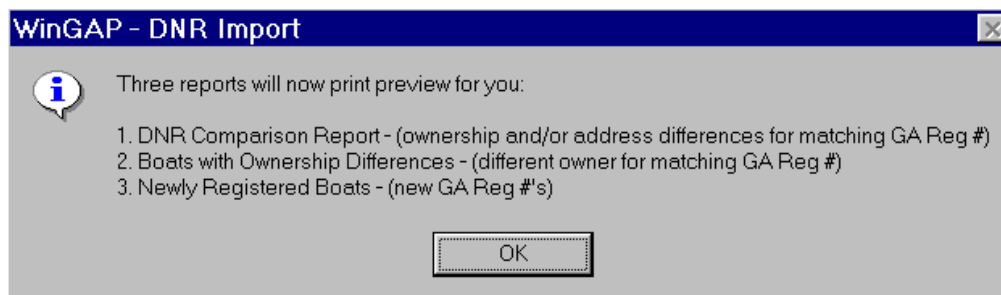


Once the command line window is closed the DNR Import Form will display that the Extraction process has been completed successfully:



NOTE: a registration in dnrnew.dbf will not be flagged with a New status unless the registration is not present in the county's current dnr file. Previously, a status of New was assigned if the registration was not present OR if the registration numbers matched and the ownership in the dnrnew record was different than the ownership in the dnr file. A list of ownership differences can be run from as part of the next step, Print Comp (Comparison) Reports.

The next step is to Print Comparison Reports, which will print three reports. Clicking on the **Print Comp Reports** button will produce the following message:



Clicking the OK button will produce a Print Preview of the **Ownership & Address Comparison** Report, as seen on the next page.

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Preview - Page 1

11/00/2005 Ownership & Address Comparison 1

Current DNR		New DNR
ADAMS, ALVIN RONALD 1832 HWY 25 NORTH MILLEN GA 30442	0265TE	ADAMS, ALVIN RONALD 139 ALABAMA AVE MILLEN GA 30442
ADAMS, ALVIN RONALD 1832 US HIGHWAY 25 N MILLEN GA 30442	0265TE	ADAMS, ALVIN RONALD 139 ALABAMA AVE MILLEN GA 30442
ADAMS, LARRY T 365 LEE STREET MILLEN GA 30442	0524FT	ADAMS, LARRY T 1052 SPENCER RD MILLEN GA 30442
ADAMS, LAWRENCE M RTE 2 BOX 199L MILLEN GA 30442	0318XY	ADAMS, LAWRENCE M 144 ANNORA DR MILLEN GA 30442
ALLGOOD, BILLY RT 5 BOX 728 MILLEN GA 30442	6000ML	ALLGOOD, BILLY 359 TANGLEWOOD DR MILLEN GA 30442
ALLGOOD, BILLY RR 5 BOX 728 MILLEN GA 30442	6000ML	ALLGOOD, BILLY 359 TANGLEWOOD DR MILLEN GA 30442
ALLGOOD, BILLY E RT 5 DIXIE CRESCENT MILLEN GA 30442	0425JK	ALLGOOD, BILLY E 359 TANGLEWOOD DR MILLEN GA 30442
ANDERSON, DANNY K 2876 PERKINS HILTON RD PERKINS GA 30922	6248YA	WARE, PAULA P O BOX 737 MILLEN GA 30442

Once this report is printed, the next report, **Ownership Differences**, will preview and may be printed.

Preview - Page 1

11/00/2005 Ownership Differences 1

Current DNR		New DNR
ADAMS, LAWRENCE M RTE 2 BOX 199L MILLEN GA 30442	0318XY	ADAMS, LAWRENCE M 144 ANNORA DR MILLEN GA 30442
ANDERSON, DANNY K 2876 PERKINS HILTON RD PERKINS GA 30922	6248YA	WARE, PAULA P O BOX 737 MILLEN GA 30442
ASPINWALL, MILTON 1847 HWY 25 NORTH MILLEN GA 304420000	0651YL	MUCKERSON, RUFUS P O BOX 982 MILLEN GA 30442
ASPINWALL, MILTON 1847 US HIGHWAY 25 N MILLEN GA 30442	0651YL	MUCKERSON, RUFUS P O BOX 982 MILLEN GA 30442
BLACKBURN, RANDY GAY RT 4 BOX 315 MILLEN GA 30442	2359L	BLACKBURN, RANDY G 4624 BLACKBURN RD MILLEN GA 30442
BRADHAM, ROBERT S PO BOX 928 MILLEN GA 30442	0107FZ	LANE, KACEY A 4200 CYPRESS CREEK RD MILLEN GA 30442
BRAGG, JESSE JR R 916 CARDINAL LN MILLEN GA 30442	0013WU	BRAGG, JESSE R 916 CARDINAL LN MILLEN GA 30442
BRAGG, JESSE R 494 PERKINS RD MILLEN GA 30442	0097ML	BRAGG, JESSE R 916 CARDINAL LN MILLEN GA 30442

After the Ownership Differences report prints, the third and final report, **Boats with New Registration Numbers**, next page, will preview and print at the user's discretion.

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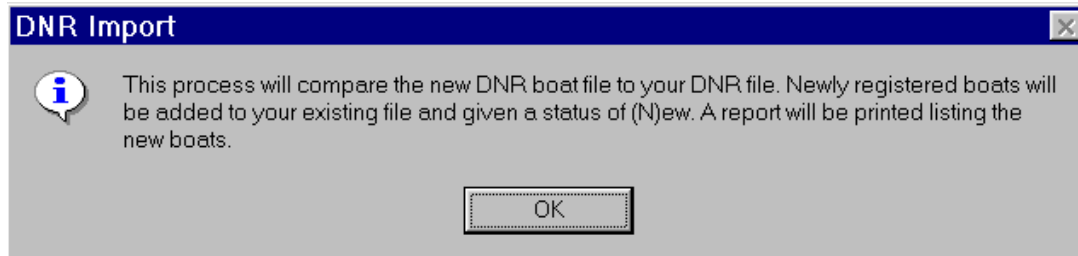
Preview - Page 1

11/09/2005

Boats with New Registration Numbers

Ga. Boat Number	Owner Name	Street City / State / Zip	Expiry Added	Manufacturer Hull ID Number	Flt. In Year	Cls Dnr	Hull Prop	Boat
0851YD	ANTHONY BOBBY	P O BOX 1032 MILLEN, GA 30442	03/01/08 06/21/05	GO GEN25288 EA05	14 0 04	A INDV	ALUM OUTB	OPEN
0495DE	BOWERS JODY	616 PLUM AVE MILLEN, GA 30442	10/01/08 02/01/05	GRUMMAN GA0866908787	14 0 87	A INDV	ALUM OUTB	OPEN
0445PA	BOYNTON RAY L	622 SPENCER RD MILLEN, GA 30442	06/00/08 06/21/05	BASS TRACKER P BUJ04039C305	19 4 05	1 INDV	ALUM OUTB	OPEN
0842BS	BRINSON GEORGE II	1808 WALLACE RD MILLEN, GA 30442	06/00/08 02/19/05	1436 LOWE GLC30588G004	14 0 04	A INDV	ALUM OUTB	OPEN
0391NL	BRINSON JAMES S	728 HWY 23 N MILLEN, GA 30442	03/01/08 05/20/05	POLARACRAFT PLR877934821	14 0 83	A INDV	ALUM OUTB	OPEN
0191MX	BRINSON WADE	19 LAKEMOOD DR SWANNAH, GA 31410	06/00/08 09/12/04	FISHER MARINE GA200085404	12 0 78	A GRP	FBGL INBD	OPEN
0430US	CLARKE CATTLE CO	1012 HWY 23 N MILLEN, GA 30442	12/01/08 02/01/05	GO GEN14324A300	1711 00	1 GRP	ALUM OUTB	OPEN
0841YR	CLAYTON DANNY J	588 PERKINS RD MILLEN, GA 30442	03/01/08 07/15/04		12 0 71	A INDV	ALUM OTHR	OPEN
A26307	CLAYTON JAY A	3083 PARAMORE HILL RD MILLEN, GA 30442	05/01/07 07/09/04	0201FF	14 0 00	A INDV	ALUM OUTB	OPEN
0840ML	COWART JAMES C	4291 HWY 121 MILLEN, GA 30442	01/01/08 03/22/05	ALUMACRAFT ACB06968 DA05	15 0 05	A INDV	ALUM OUTB	OPEN
0434NM	DAVIDSON LLOYD D	1853 BIG BUCKHEAD CHURCH RD MILLEN, GA 30442	06/00/08 02/01/05	SPECTRUM STRL30WUK192	18 0 91	1 INDV	ALUM OUTB	OPEN
0851KZ	DAVIS HELEN E	941 HWY 21 E MILLEN, GA 30442	03/01/08 06/21/05	BASS TENDER JOX00193GA05	11 3 05	A INDV	OTHR OUTB	OPEN
0443KH	DAVIS JOE	908 OLD PERKINS MILLEN, GA 30442	09/00/08 06/01/05	SEA FOX LYGH0260L304	23 0 04	1 INDV	FBGL OUTB	OPEN
0848HA	DICKEY RICHIE L	137 ANNORA DR MILLEN, GA 30442	03/01/08 02/19/05	LOWE GA2000470505	14 0 79	A INDV	ALUM OUTB	OPEN
0851WE	DILLON JOSEPH III	963 BUTTERMILK RD MILLEN, GA 30442	07/01/08 06/21/05	RIVER HAWK FBO093258797	14 0 97	A INDV	FBGL OUTB	OPEN
0841PV	FELIX TONY J	4595 FIELDS RD MILLEN, GA 30442	12/01/08 02/01/05	ALUMACRAFT ACB2571 EA05	14 0 05	A INDV	ALUM INBD	OPEN
0438YV	FIELDS BROWN A	509 WADE ST MILLEN, GA 30442	02/29/08 04/04/05	TAHOE MGL18040A300	23 4 00	1 INDV	FBGL OTHR	OPEN
0076BX	FIELDS KING S	1106 OLD WAYNES BORO RD MILLEN, GA 30442	03/01/08 05/20/05	TERRY	15 0 70	A INDV	ALUM OUTB	OPEN

After printing the final comparison report the user is returned to the DNR Import Form. The final step in the DNR Import process is to Import the new DNR boat data into the County's existing DNR boat file. This is done by clicking the Import Button on the DNR Import Form, which will produce the following message:



Various messages will display as the new boats are appended into the County's existing DNR boat file. At the conclusion of this process, a Print Preview of New Boats registered with DNR that have been appended into the County's DNR boat file will appear, as seen on the next page.

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Preview - Page 1

11/03/2005 Boats Registered with Ga Dept of Natural Resources - New Status

Ga Cert Number	Owner Name	Status	Street City / State / Zip	Expiry Added	Manufacturer Hull ID Number	Flt / In Year	Cls Owner	Hull Prop	Boat
0042SY	FRAWLEY RICKY J	N	3391 BRAMBLEWOOD DR MILLEN, GA 30442	11/03/08 06/09/05	SUNBIRD BOAT CO INC SE230906D999	15 0 89	A	INDV	FBGL OUTB OPEN
0078BX	FIELDS KING S	N	1106 OLD WAYNES BORO RD MILLEN, GA 30442	03/01/08 05/09/05	TERRY	15 0 79	A	INDV	ALUM OUTB OPEN
0130BX	LANE THOMAS M	N	768 HERMANS RD MILLEN, GA 30442	10/01/08 06/09/05	KWAKSAKI KHW45490B494	8 4 94	A	INDV	FBGL INBD OPEN
0130BY	LANE THOMAS M	N	768 HERMANS RD MILLEN, GA 30442	10/01/08 06/09/05	KWAKSAKI KHW4304L394	8 4 94	A	INDV	FBGL INBD OPEN
0191MX	BRINSON WILDE	N	19 LAKEWOOD DR SWANNAH, GA 31410	06/09/08 09/12/04	FISHER MARINE GA200065 M04	12 0 76	A	GRP	FBGL INBD OPEN
0230JZ	GARVIN TERRY	N	420 BAY ST MILLEN, GA 30442	12/01/08 02/01/05	ALUMACRAFT ACBD5725E495	14 0 95	A	INDV	ALUM OUTB OPEN
0238FL	STRICKLAND LEWIS H	N	89 DOLAN DR SWANNAH, GA 31406	06/09/08 07/12/05	ALUMACRAFT BOAT CO ACB09212 X897	14 0 97	A	INDV	ALUM OUTB OPEN
0291NL	BRINSON JAMES S	N	728 HWY 23 N MILLEN, GA 30442	03/01/08 05/09/05	POLARCRAFT PLR67736M621	14 0 80	A	INDV	ALUM OUTB OPEN
0390AE	HEARN PERRY V	N	3010 EDNA LANIER RD GARFIELD, GA 30425	02/29/08 09/03/04	STARCRAFT MARINE STRL8219118Q	11 6 80	A	INDV	ALUM OUTB OPEN
0494HU	LEWIS EDWIN R	N	969 HORSECREEK RD MILLEN, GA 30442	06/09/08 04/04/05	WATTEBUG BWV00164D686	12 0 86	A	INDV	FBGL OUTB OPEN
0495YH	MINGLE NORMAN E	N	3950 THOMAS RD MILLEN, GA 30442	07/01/08 04/21/05	POLAR CRAFT PLR74217464J	14 11 84	A	INDV	ALUM OUTB OPEN
0495DE	BOWERS JODY	N	616 PLUM AVE MILLEN, GA 30442	10/01/08 02/01/05	GRUMMAN GM869090B787	14 0 87	A	INDV	ALUM OUTB OPEN
0580VF	JACKSON JOEY E	N	4605 TAYLOR RD MILLEN, GA 30442	11/03/07 06/09/05	WATTEBUG BWV00199D989	15 2 89	A	INDV	FBGL OUTB OPEN
0690X	MILES ARTHUR L	N	P O BOX 983 MILLEN, GA 30442	02/29/08 04/19/04	GILL GENST47J8999	12 0 99	A	INDV	ALUM OTHR OTHR
0740YA	FIELDS RHONDA B	N	5482 LANS LN MILLEN, GA 30442	07/01/07 12/03/04	PHANTOM PH800498B88	15 8 88	A	INDV	FBGL OUTB OPEN
0761MB	SHEPPARD PHIL S	N	690 LANE DR MILLEN, GA 30442	10/01/08 03/22/05	FEATHER CRAFT GA200125A995	14 0 70	A	INDV	ALUM OUTB OPEN
0841PV	FELIX TONY J	N	4536 FIELDS RD MILLEN, GA 30442	12/01/08 02/01/05	ALUMACRAFT ACB2371E405	14 0 05	A	INDV	ALUM INBD OPEN
0841YR	CLAYTON DANNY J	N	388 PERKINS RD MILLEN, GA 30442	03/01/08 07/15/04		12 0 71	A	INDV	ALUM OTHR OPEN

This report can be printed, and the user will be returned to the DNR Import window, where Cancel or OK on the DNR Import form can be clicked to return to the main WinGAP screen.

2. FAA Data File

The FAA Data File Import does not function at the present time (Version 3.8.3).

3. Check In Files

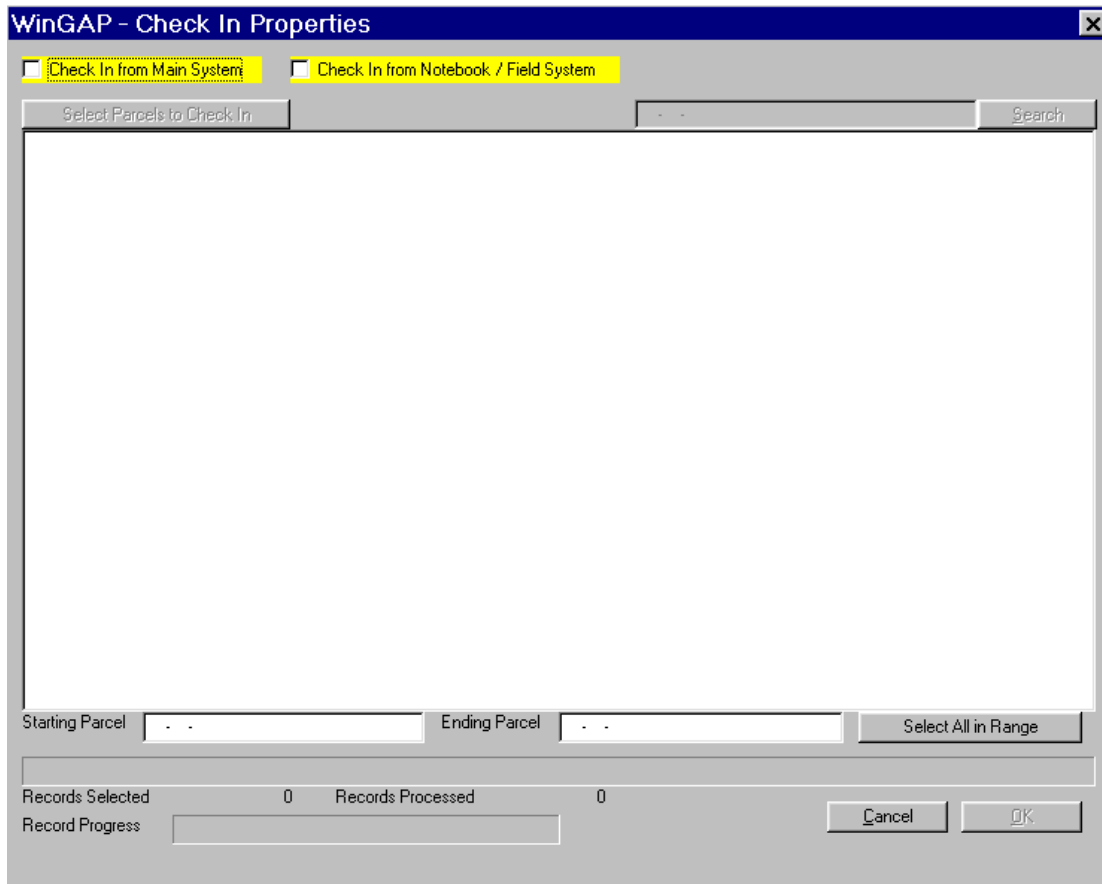
NOTE: In order to "Check In" Files, they must have been "Checked Out" first.

The Check In Files option allows the user to import "checked out" parcels into the notebook system or back into the Main/Office System. "Checked out" parcels are:

- ☐ parcels that have been taken off the Main System and placed on a notebook for field review or
- ☐ parcels on the laptop that have been field reviewed and are ready to be placed back on the Main System

Either set of "checked out" parcels has been created by the user with the Checkout procedure found at **File >> Export >> Check Out Files**. Clicking the **File >> Import >> Check In Files** option will produce the Check In Properties Form, as seen on the next page.

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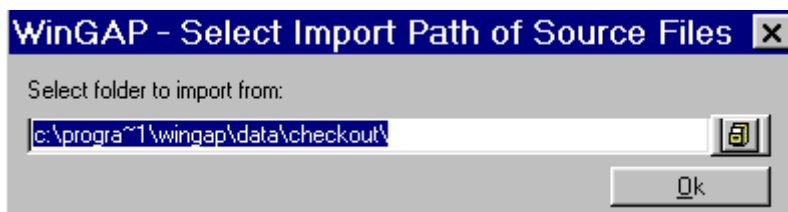
The image shows the 'WinGAP - Check In Properties' dialog box. It has a title bar with a close button. Below the title bar are two checkboxes: 'Check In from Main System' (which is checked) and 'Check In from Notebook / Field System'. Below these is a large empty rectangular area for selecting parcels. At the bottom of the dialog, there are fields for 'Starting Parcel' and 'Ending Parcel', both containing '..'. To the right of these fields is a 'Select All in Range' button. Below the fields are two status indicators: 'Records Selected' with a value of '0' and 'Records Processed' with a value of '0'. Below these is a 'Record Progress' bar. At the bottom right are 'Cancel' and 'OK' buttons.

The two "Check In" options on the Check In Properties Form are Check in from Main System and Check In from Notebook / Field System. Each option will be discussed below.

- ❑ **Check in From Main System** – this option is checked when the user desires to place parcels onto the notebook that have been checked out of the Main System
- ❑ **Check In from Notebook / Field System** - this option is checked when the user desires to restore parcels that have been reviewed in the field back onto the Main System

Caution: The user must be very careful to place the checkmark in the box that corresponds to the system where the parcels are to be checked in from.

Placing a checkmark in either checkbox will enable the **Select Parcels to Check In** Button. The button should be clicked to initiate the process of checking in the parcels. When the button is clicked, the Select Import Path of Source Files Form will appear, and the user will be asked to specify the location of the files containing the parcel data to be checked in, as seen below.



The image shows the 'WinGAP - Select Import Path of Source Files' dialog box. It has a title bar with a close button. Below the title bar is the text 'Select folder to import from:'. Below this is a text field containing the path 'c:\progra~1\wingap\data\checkout\'. To the right of the text field is a folder icon button. At the bottom right is an 'OK' button.

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The "Select folder to import from path" will default to the path (location) of the checkout folder that was specified when the Create Checkout Folder process was run from **Tools >> File Maintenance >> Create Checkout Folder**. If the files have been moved from the default location, the user can change the path (drive and folder) to where the files are located.

Clicking Ok will place the checked out parcels on the Check In Properties Form where the parcels to be checked in can be selected, as seen below.

PARCEL_NO	LEGAL_DESC	NEIGHBORHOOD	TOTALACRES	FUSERID	CURR_VAL	
001 001	28.50 AC RES SOUTH HERNDON RD	00002	57.00		98900	
001 002	1.00 AC HERNDON		2.00		2009	
001 003	2.00 AC HOUSE S HERNDON RD		1.73		45864	
001 004	1.00 AC HERNDON		1.00		32226	
001 005	1.00 AC RES HERNDON ROAD		11.00		38052	
001 006	.68 AC S HERNDON RD		0.68		4692	
001 008	.55 AC SOUTH HERNDON RD		0.55		0	
001 009	1.47 AC RES/STORE S HERNDON RD	00001	0.00		30989	
001 010	.18 AC BLOCK BLDG S HERNDON RD	00002	10.00		8107	
001 011	.24 AC RES S HERNDON RD		0.24		24780	
001 012	.21 AC S HERNDON RD	00001	0.21		62579	
001 013	.64 AC S HERNDON RD		0.64		39585	
001 013A	.27 AC M/H S HERNDON RD		0.27		1155	
001 014	116.61 AC HWY 17 N	00001	116.61		49757	
001 014A	3.03 AC HOMEPLACE HWY 17 N		3.03		42643	
001 015	15.00 AC HWY 17 LAND ONLY		15.00		47913	
001 015A	294.0 AC KIMBERLY CLARK RIVER HERNDON		294.00		67650	
001 016	154.0 AC MORRIS ROAD COUNTY LINE		154.00		59382	
001 017	45.00 AC MORRIS RD		45.00		19500	
001 018	16.50 AC MORRIS RD		16.50		5050	
001 019	6.50 AC HOUSE MORRIS ROAD		6.50		28815	

Parcels can be checked in using three different methods:

- ☐ A single parcel can be selected by clicking on the row containing the parcel info with the mouse.
- ☐ Non-sequential parcels can be selected individually by holding the Ctrl key down and clicking on the row that contains the desired parcel.
- ☐ **A range of parcels can be selected by keying the Starting and Ending Parcel Numbers in their respective fields, and then clicking the Select All in Range Button, as shown on the next page.**
NOTE: using the Shift key to select a range of parcels is no longer functional.

Note: A parcel can be de-selected at any time by holding the Ctrl key down and clicking on the highlighted parcel.

All selected parcels will be colored black and can be "checked in" by clicking the Ok Button, next page.

WinGAP Technical Workshop

WinGAP - Check In Properties

☒ Check In from Main System ☐ Check In from Notebook / Field System

Select Parcels to Check In

PARCEL_NO	LEGAL_DESC	NEIGHBORHOOD	TOTALACRES	FUSERID	CURR_VAL	OWN
001 001	28.50 AC RES SOUTH HERNDON RD		57.00		418050	
001 002	1.00 AC HERNDON		2.00		1210	
001 003	2.00 AC HOUSE S HERNDON RD		1.73		2716	
001 004	1.00 AC HERNDON		1.00		32226	
001 005	1.00 AC RES HERNDON ROAD		11.00		13200	
001 006	.68 AC S HERNDON RD		0.68		4692	
001 008	.55 AC SOUTH HERNDON RD		0.55		902	
001 009	1.47 AC RES/STORE S HERNDON RD		0.00		1589	
001 010	.18 AC BLOCK BLDG S HERNDON RD		0.18		532	
001 015	15.00 AC HWY 17 LAND ONLY		15.00		12313	
001 015A	294.0 AC KIMBERLY CLARK RIVER -HERNDON		294.00		67650	
001 016	154.0 AC MORRIS ROAD COUNTY LINE		154.00		59382	
001 017	45.00 AC MORRIS RD		45.00		19500	
001 018	16.50 AC MORRIS RD		16.50		5050	
001 019	6.50 AC HOUSE MORRIS ROAD		6.50		26427	
001 020	4.44 AC HOUSE MORRIS RD		4.44		86816	

Starting Parcel: 001 -001 - Ending Parcel: 001 -020 -

Records Selected: 0 Records Processed: 0

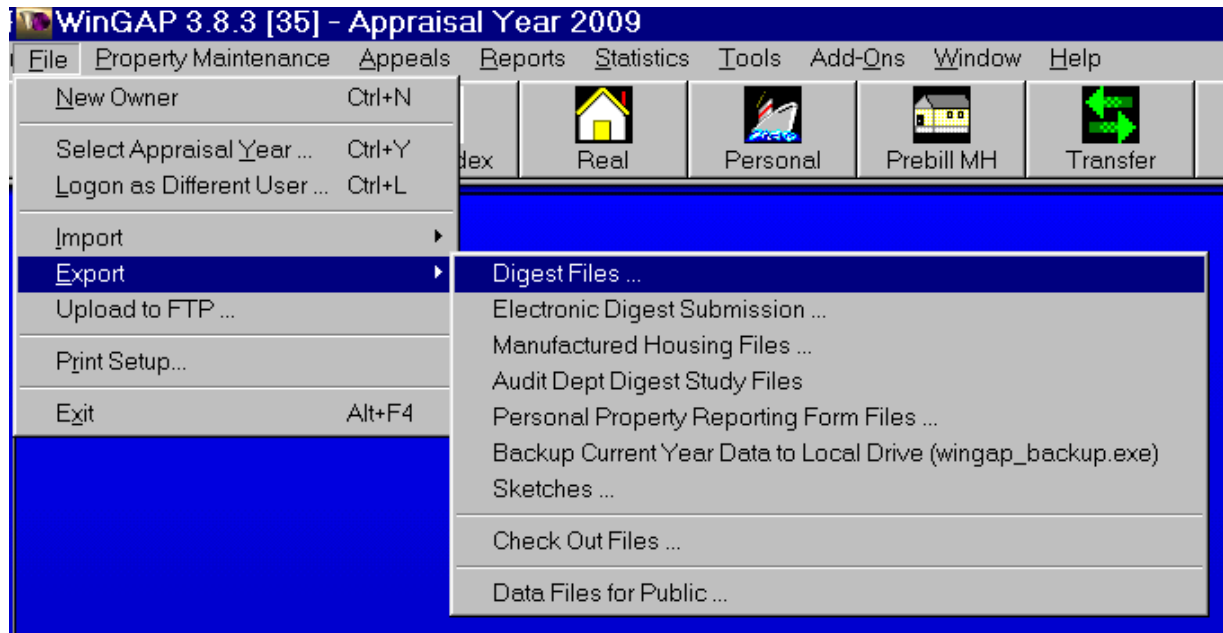
Record Progress:

Each parcel will turn yellow as it is checked in to either the Notebook computer or the Main System. Various progress bars will display as the parcels are passed through the "check In" process.

When the Check In Files process is finished, the user will receive a "Check In Completed Successfully!" message on the screen. The user should click Ok on this message to return to the main WinGAP Screen.

Export

The Export option on the File Menu produces a Sub-Menu with eight options that allow the user to Export data out of WinGAP.



1. Digest Files

Creating and uploading the Digest Files will be covered in detail following a review of the Digest Submission Checklist, discussed next.

Digest Submission Checklist

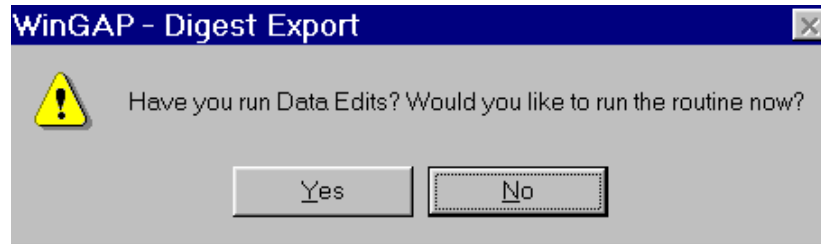
- 1) Re-run Data Edits routine and check for errors.
- 2) Print a Consolidation Report (**Reports >> Administration >> Consolidation Report >> Digest**) for current digest year and compare it to the previous digest year's report looking for obvious errors (compare R1 to R1, R3 to R3, etc.).
- 3) Print an Inflationary Growth report within WinGAP (**Tools >> File Maintenance >> Growth Calculations**).
- 4) Run the Digest Submission reports (**Reports >> Administration >> Digest Submission Reports**).
- 5) Preview results.
- 6) Print Inflationary Growth page of Digest Submission Reports.
- 7) If official Consolidation Sheets/Reports are needed for submission of figures to County Commissioners, Board of Education, etc. for determination of rollback rates and millage rates, export digest files (**File >> Export >> Digest Files**, discussed next) for the digest vendor to produce consolidation reports.
- 8) Contact the digest vendor when files are uploaded.
- 9) When final digest files are to be submitted, export digest files again.

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NOTE: If the Digest upload process is to be performed at the end of the Export Digest Files process, the computer this procedure is performed on must have an active Internet connection.

Selecting the Digest Files option first produces the Data Edits message window, as shown below. **It is extremely important** that the Data Edits routines, which check for such things as owners without property, property with no value, etc., be performed prior to the exporting of any digest data. If the Data Edits routines have not been previously performed, they can be run now by selecting the "Yes" option on the window below.

NOTE: Data Edits procedures are explained in more detail under **Tools >> File Maintenance >> Data Edits**, covered later in this manual.



If the Data Edits routines are run, various reports will display, allowing the user to correct the discrepancies found on these reports prior to exporting any data. Closing the report preview window, or selecting the "No" option above, will begin the digest export process that allows the user to create the text files that are sent to the tax digest service bureaus for creation of the tax digest.

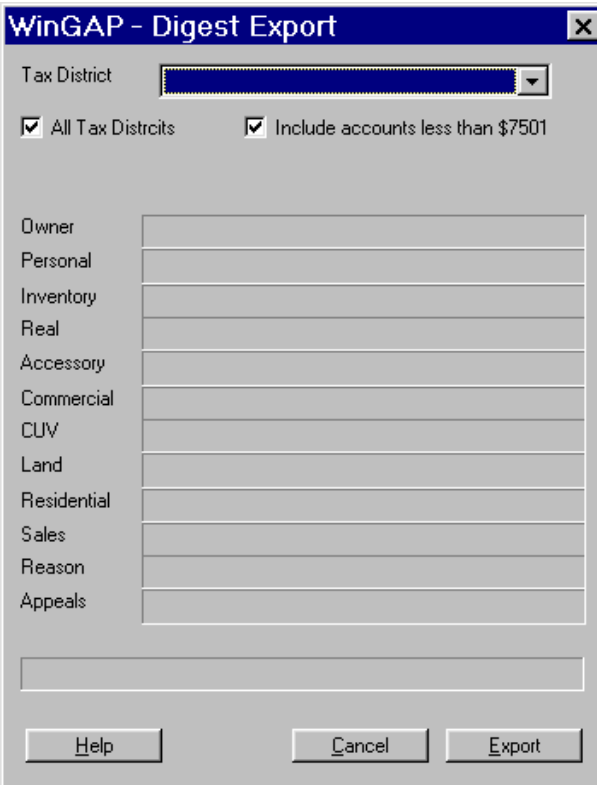
The first screen that appears is called the Digest Export form, next page. The Form has two defaults:

- ☐ All Tax Districts
- ☐ Include Personal Property Accounts under \$7501

If these are the correct options, the user should click the Export Button and proceed. Otherwise, the All Tax Districts checkbox can be unchecked and a single Tax District selected by clicking on the Tax District combo box at the top of the Form. If Personal Property Accounts under \$7501 should not be included in the Digest Export, that checkbox should be unchecked as well.


NOTE: one of the above options, either an individual Tax District, or all Tax Districts, **MUST** be selected in order for WinGAP to proceed).

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The dialog box is titled "WinGAP - Digest Export". It features a "Tax District" dropdown menu. Below it are two checked checkboxes: "All Tax Districts" and "Include accounts less than \$7501". A list of categories is on the left: Owner, Personal, Inventory, Real, Accessory, Commercial, CUV, Land, Residential, Sales, Reason, and Appeals. Each category has a corresponding empty text box to its right. At the bottom are three buttons: "Help", "Cancel", and "Export".

WinGAP will "export" the data and create the digest files in the appropriate WinGAP data directory. Various progress bars will appear, seen below, as the files are created. Once the Export process begins, the Cancel Button is disabled and the user cannot abort the process.



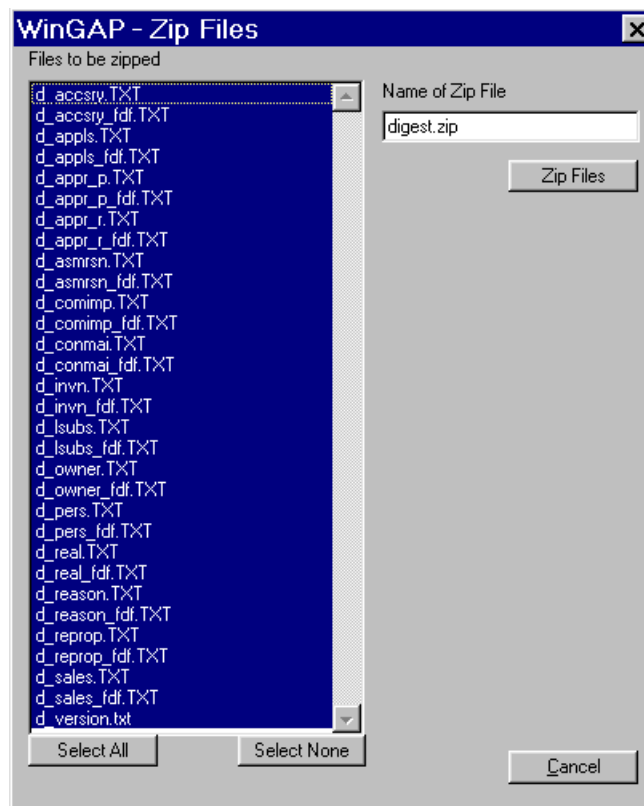
The dialog box is titled "WinGAP - Digest Export". It features a "Tax District" dropdown menu. Below it are two checked checkboxes: "All Tax Districts" and "Include accounts less than \$7501". The text "Loading Real Records" is displayed next to the number "2143". A list of categories is on the left: Owner, Personal, Inventory, Real, Accessory, Commercial, CUV, Land, Residential, Sales, Reason, and Appeals. Each category has a corresponding progress bar to its right. The progress bars for Owner, Personal, and Inventory are filled with blue, while the bar for Real is partially filled. The bars for Accessory, Commercial, CUV, Land, Residential, Sales, Reason, and Appeals are empty. At the bottom are three buttons: "Help", "Cancel", and "Export".

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Once the digest files are created, the Zip Files form will appear, as shown below. All of the digest text files will be pre-selected and highlighted in blue. Unlike previous versions of WinGAP, it is no longer necessary for the user to select the files. Files that are not to be zipped can be unselected by holding the Ctrl key down and clicking on the file.

Note: If the user accidentally deselects ALL of the files, they can be re-selected in one of three ways:

- The user can click the **Select All** button to select all of the files in the list box.
- The first file in the list can be selected by left clicking on it with the mouse, The user can then locate the last file in the list, hold the Shift key down, and then click on the last file with the left mouse button
- The Ctrl Key can be held down and each individual file can be selected by clicking on it with the left mouse button.
- If an incorrect selection is made, the **Select None** button will deselect the files that have been selected

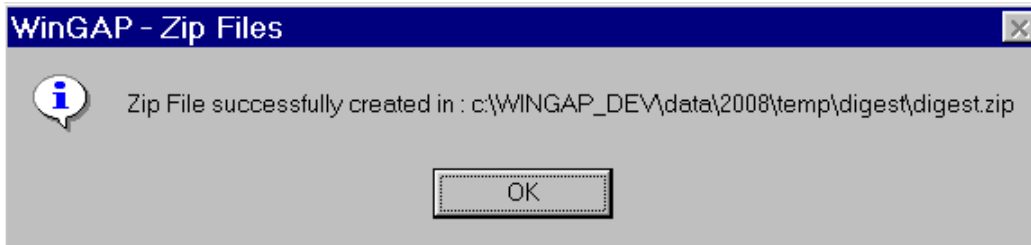


Once the file selection has been made, the user should click the **Zip Files** Button to zip the files.

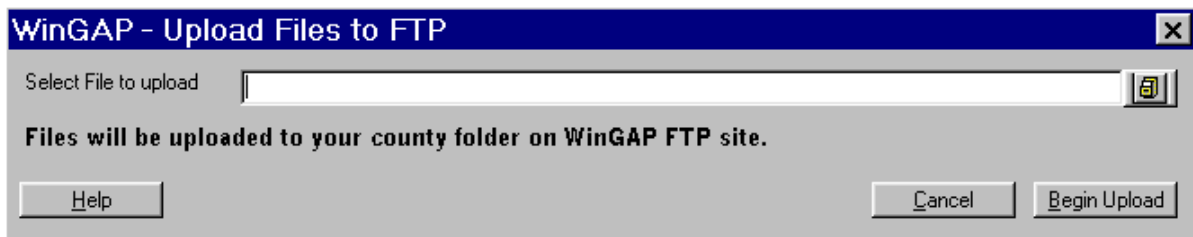
Note: Prior to zipping the files, the existing digest.zip file will be renamed to digest_ + date of file + time if file + .zip. The digest.zip file will continue to be the file that should be uploaded.

Once the files are "zipped", the Zip File creation message window, next page, will appear, and the user should note the location of the Zip file that was created.


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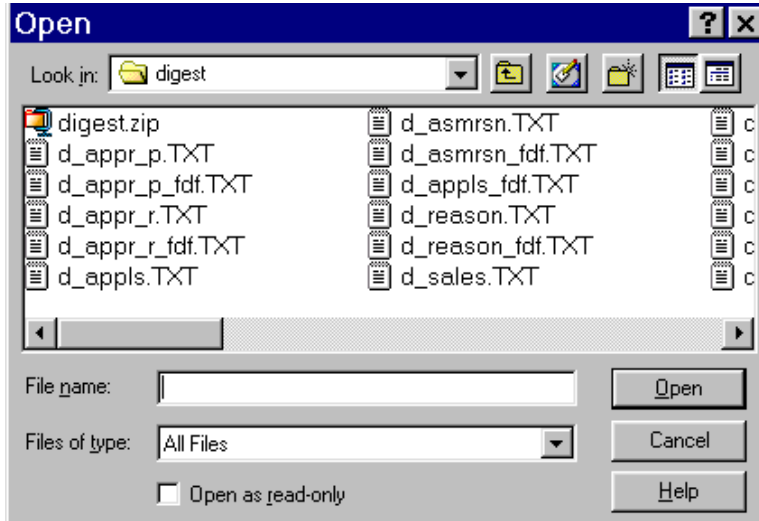


The OK Button on the this message window should now be clicked to return to Zip Files form, where the Cancel button should be clicked. This will produce the Upload Files to FTP Form, as seen below.



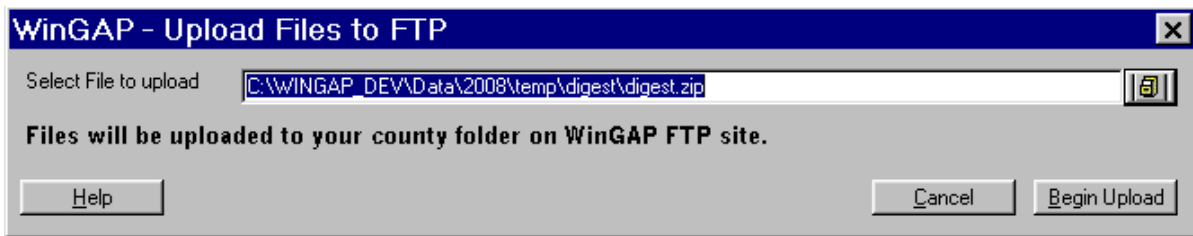
The Digest Upload Form greatly simplifies the process of delivering the digest files to the County's tax digest service bureau. There is no longer any need to copy the files to tape, diskette, or CD-ROM. All of the service bureaus used by WinGAP Counties can download the digest files from the WinGAP FTP site.

To upload the digest files, the user should click the **Browse**  button to the right of the Select File to upload field. This will produce the Open dialog box, which defaults to the Digest Folder that was created during the Digest Export process.



The user should locate and then click on the **digest.zip** file to highlight it, then click the Open button. This will place the file along with its complete path in the upload field, as seen on the next page.

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The user should then click the **Begin Upload** button, and the file will be uploaded to that County's folder on the WinGAP FTP site. Various messages will display as the file is uploaded. The user will be informed if the upload was successful, and returned to the Upload Files to FTP form. The "X" in the upper right of this form can be clicked to return to the main WinGAP Screen. After the file is uploaded, the County should call or email the digest service bureau and inform them that the file has been uploaded.

If the upload is not successful, for instance, the user's Internet connection is not functioning, the user will receive an error message similar to the one below, and the user can try again later to upload the digest files.



NOTE: The Digest Export routine accommodates HB 380 which states that, when possible, a tax bill shall be sent to the owner as of Jan 1 and to the current owner. The Digest Export routine will search all New Owner and Future records for ownership changes, and when different from the Live Owner information, it will place the New Owner or Future Owner data in the d_real digest file. New Owner data will take precedent over Future Owner data.

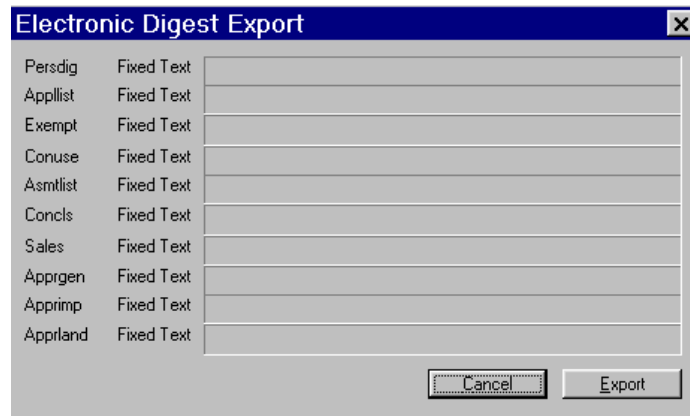
2. Electronic Digest Submission

NOTE: Electronic Digest Submission is no longer required by the Department of Revenue.

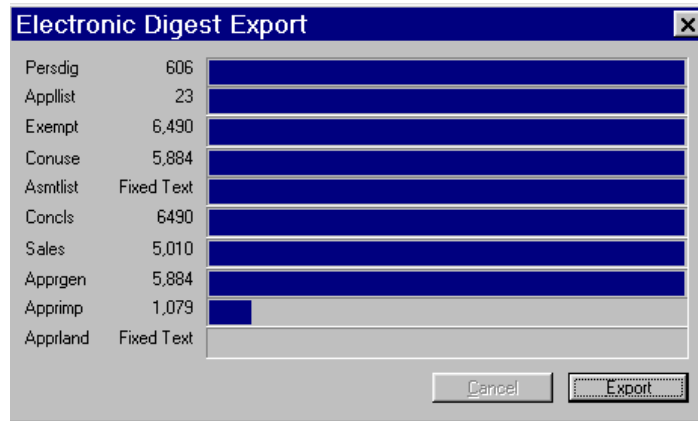
The second option on the **File >> Export** submenu sends the user to the Electronic Digest Export window, next page. This is where the Electronic Digest Submission files that are for the use of the Department of Revenue Property Tax Division are created. If these files are to be created at this point in time, the user should click the Export button to begin the process of file creation. If these files are not to be created at this point, the Cancel button can be clicked to terminate this process and return the user to the main WinGAP screen. The Electronic Digest Export should be run when the county has concluded the preparation of its digest and is ready to submit such. The files should be created and maintained on the county's computer. The files SHOULD NOT be sent to the Department of Revenue or uploaded to the ftp site.

IMPORTANT: The d_ files containing county-wide data must be present in the appraisal year folder. If the Digest Export routine for All Tax Districts has not been run or a Digest Export routine for a specific tax district has been run after the All Tax District routine, then the user must re-run the Export Digest Files routine and select All Tax Districts before creating the Electronic Digest Submission Files.

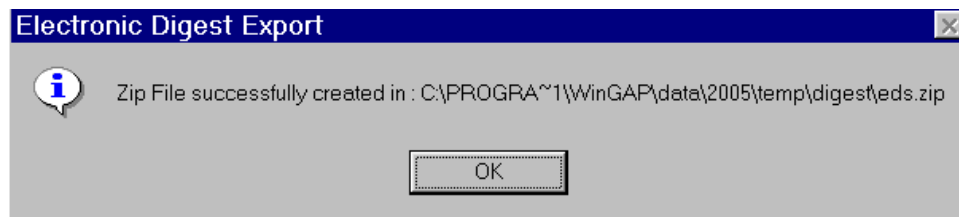
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If these files are to be created at this time, the user should click the Export button to begin the process of file creation. Once the Export process begins, the Cancel Button is disabled and the user cannot abort the process. Various bar graphs will display the Export progress as the files are created, as seen below.



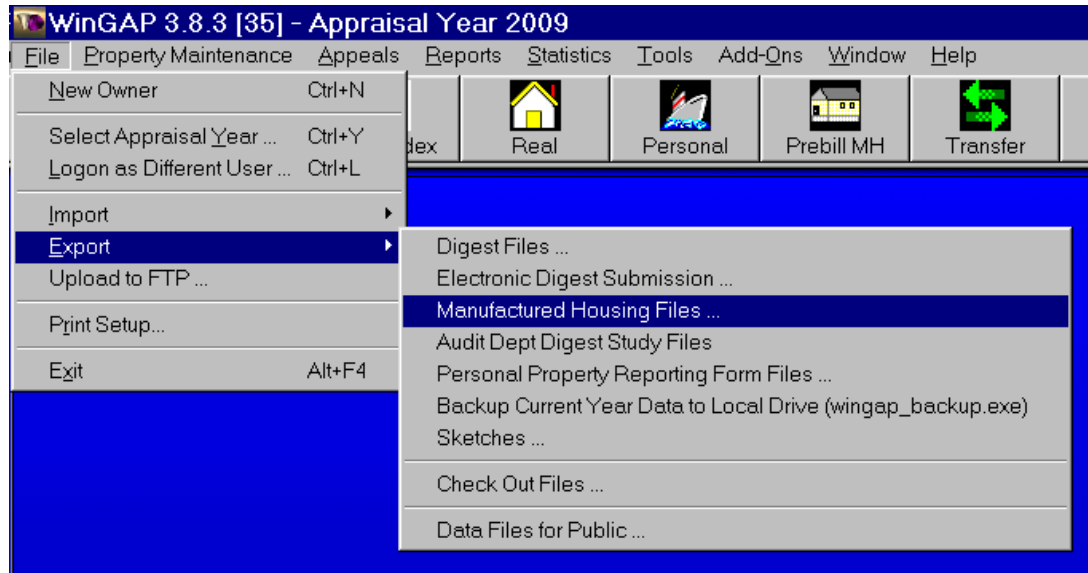
At the conclusion of the process, WinGAP will display a message, below, that the Electronic Digest Submission zip file has been created. The eds.zip digest file should be maintained on the county's computer for future use by the Georgia Department of Revenue.



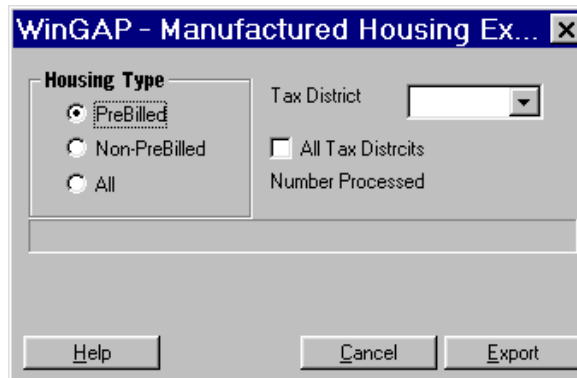
Clicking the OK Button on the Electronic Digest Submission creation window will produce the message "Export Complete", where clicking OK will return the user to the main WinGAP screen.

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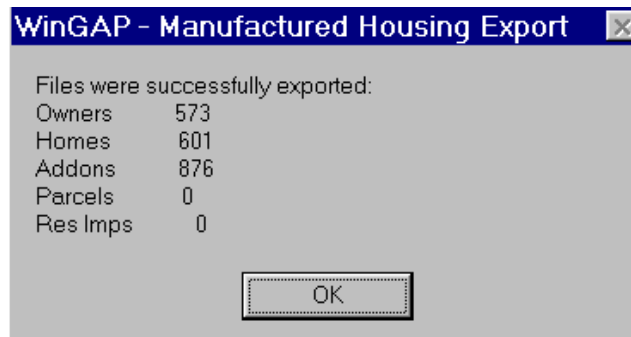
3. Manufactured Housing Files



Selecting this option produces the Manufactured Housing Export Form, below, that allows the user to select Manufactured Housing data for either Prebilled, Non-Prebilled (Residential Improvement Mobile Homes), or all Manufactured Housing. The user can also select an individual Tax District by clicking on the Tax District combo box, or all Tax Districts by clicking the "All Tax Districts" checkbox (NOTE: one of the options, either an individual Tax District, or all Tax Districts MUST be selected in order for WinGAP to proceed). WinGAP will then "export" the Manufactured Housing data. A progress bar will display at the bottom of the Manufactured Housing Export window as the files are created.

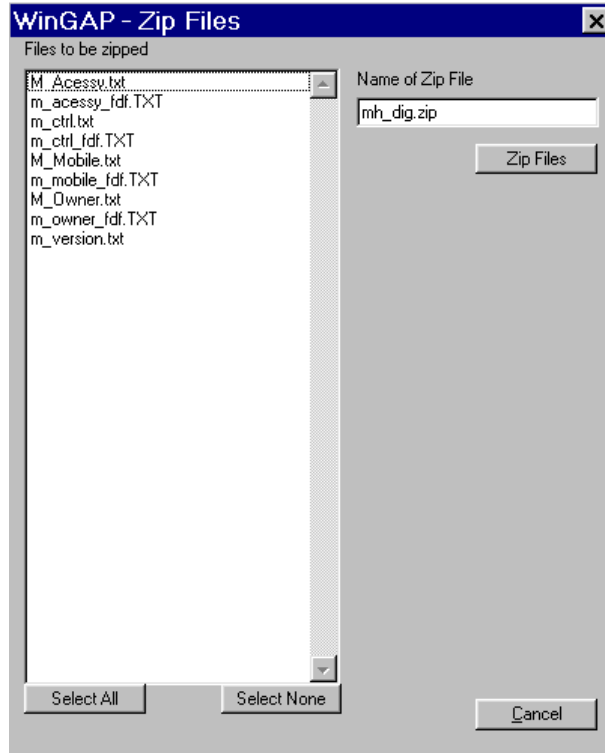


At the conclusion of the process, WinGAP will display a message similar to the following:



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After the user clicks the OK button, WinGAP will produce the Zip Files form, as seen below.



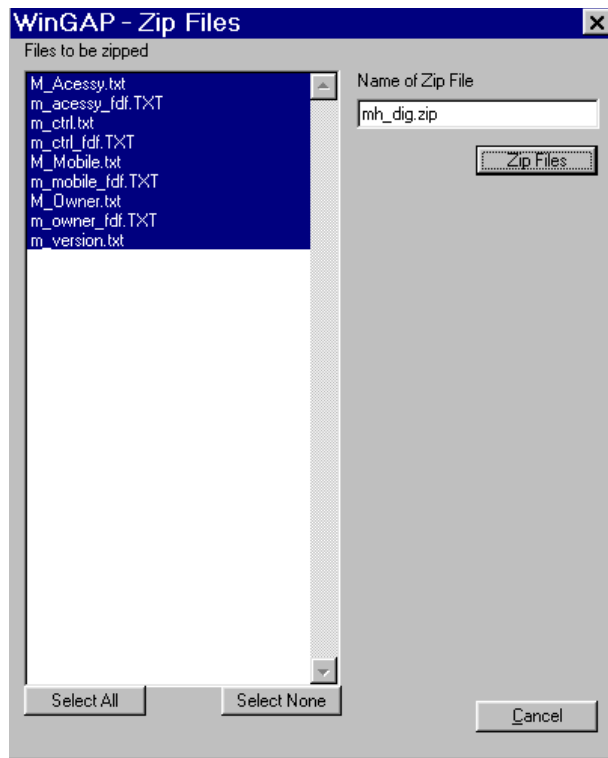
Once the digest files are created, the Zip Files form will appear, as shown above. Here the user selects the files that are to be "zipped". Normally all of the files in the list are selected. The selection of the files can be accomplished in one of three ways:

- The user can click the **Select All** button to select all of the files in the list box.
- The first file in the list can be selected by left clicking on it with the mouse, The user can then locate the last file in the list, hold the Shift key down, and then click on the last file with the left mouse button
- The Ctrl Key can be held down and each individual file can be selected by clicking on it with the left mouse button.

If an incorrect selection is made, the **Select None** button will deselect the files that have been selected.

Once this is done, the selected files turn blue, as shown on the next page, and the user should click the **Zip Files** Button to zip the files.

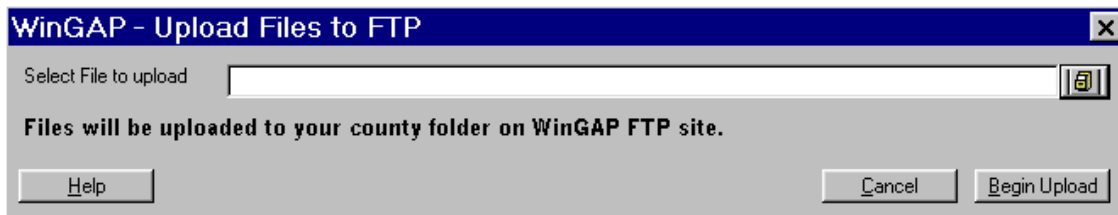
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Once the files are "zipped", the Zip Files creation message window, below, will appear, and the user should note the location of the Manufactured Housing Zip file that was created.




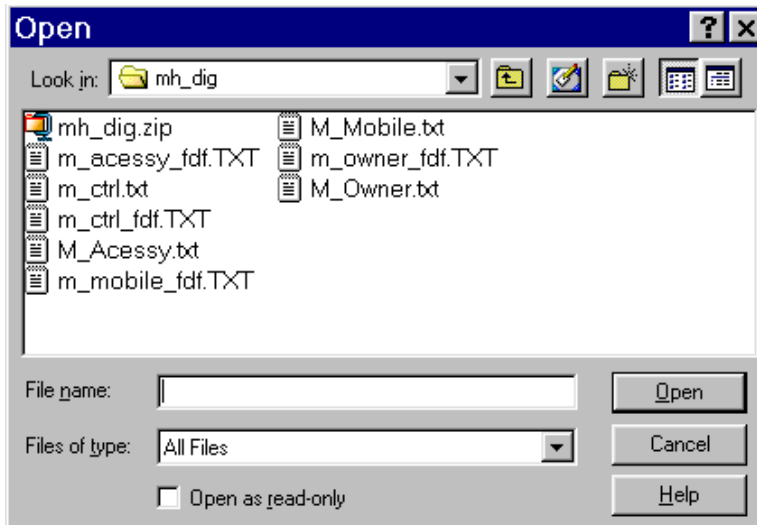
Clicking OK on this window will return the user to the Manufactured Housing Zip Files form, where the Cancel button can be clicked to produce the Upload Files to FTP Form, as seen below.



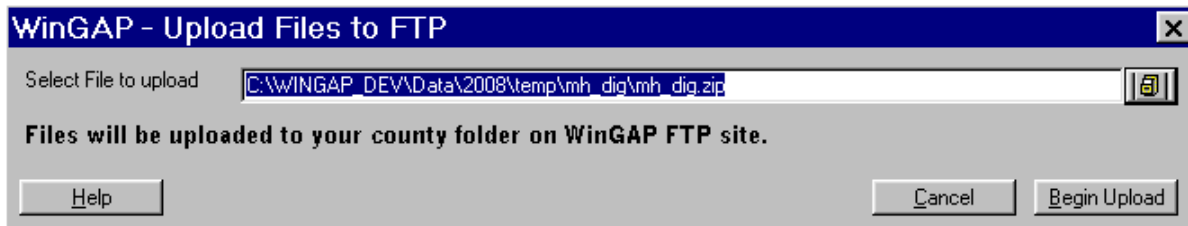
The Digest Upload Form greatly simplifies the process of delivering the digest files to the County's tax digest service bureau. There is no longer any need to copy the files to tape, diskette, or CD-ROM. All of the service bureaus used by WinGAP Counties can download the digest files from the WinGAP FTP site.

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To upload the digest files, the user should click the **Browse**  button to the right of the Select File to upload field. This will produce the Open dialog box, which defaults to the Digest Folder that was created during the Digest Export process.



The user should click on the mh_dig.zip file to highlight it, then click the Open button. This will place the file along with its complete path in the upload field, as seen below.



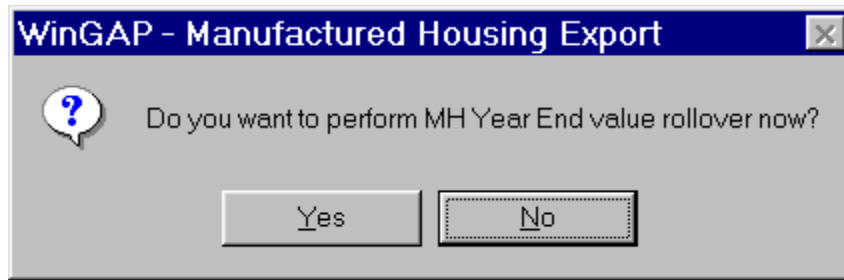
The user should then click the **Begin Upload** button, and the file will be uploaded to that County's folder on the WinGAP FTP site. Various messages will display as the file is uploaded. The user will be informed that the upload was successful, and returned to the Upload Files to FTP form. The "X" in the upper right of this form can be clicked to return to the main WinGAP Screen. After the file is uploaded, the County should call or email the digest service bureau and inform them that the file has been uploaded.

If the upload is not successful, for instance, the user's Internet connection is not functioning, the user will receive an error message similar to the one below, and the user can try again later to upload the digest files.



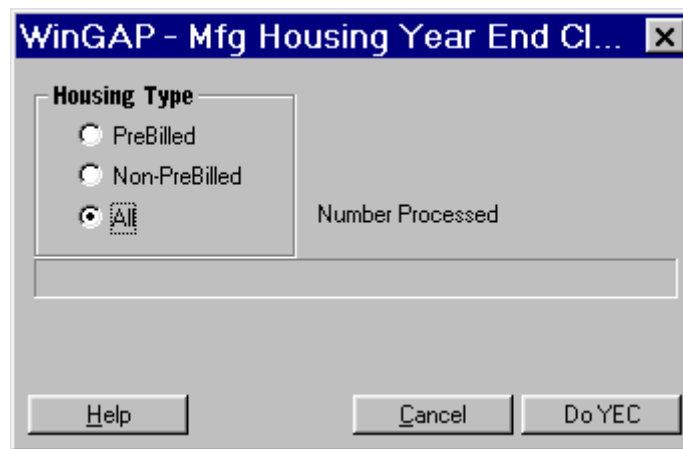
At the conclusion of the Upload process, the following message will display, next page, asking the user if the Manufactured Housing Year End Cleanup should be performed.

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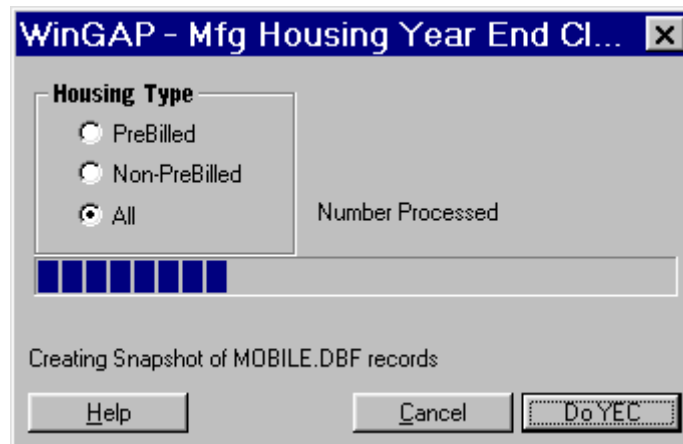


The default is "No", and this option should be selected if the Manufactured Housing Year End Cleanup is to be performed at another time. Selecting the No option will return the user to the main WinGAP screen.

However, if the Manufactured Housing Year End Cleanup is to be performed now, the "Yes" option should be selected. This will produce the Year End Cleanup Form, as seen below. It will default to the Housing Type previously selected during the Digest Export process. The Do YEC button should be clicked to proceed.

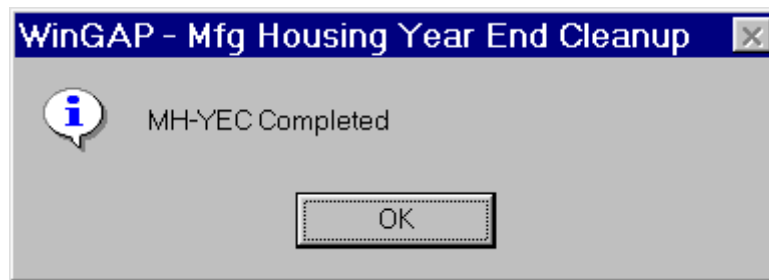


Various messages and a bar graph will display on the Year End Cleanup form as the records are processed, as seen below.



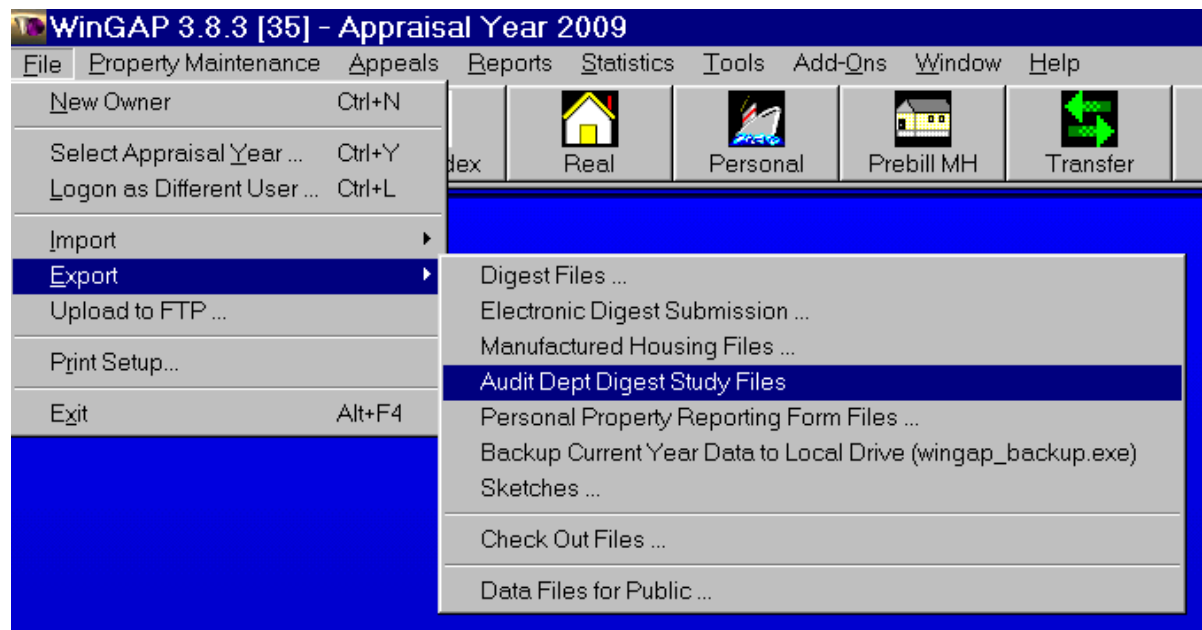
At the conclusion of the process, the user will be informed that the Manufactured Housing Year End Cleanup has been completed, as seen on the next page.

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Clicking the OK button will return the user to the Year End Cleanup form, where Cancel can be clicked to return to the WinGAP main screen.

4. Audit Dept Digest Study Files

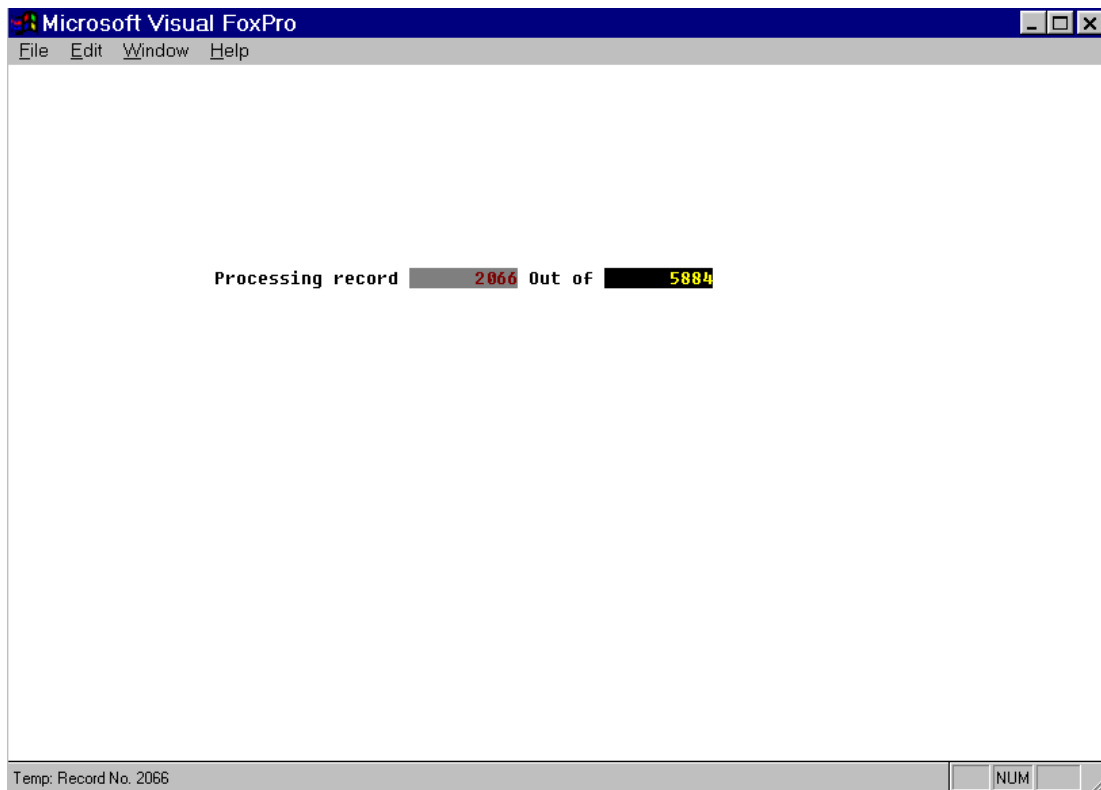


The fourth option on the Export sub-menu will produce the Audit Department Digest Study Files. Clicking this option runs a FoxPro routine and produces a message window, as seen on the next page.

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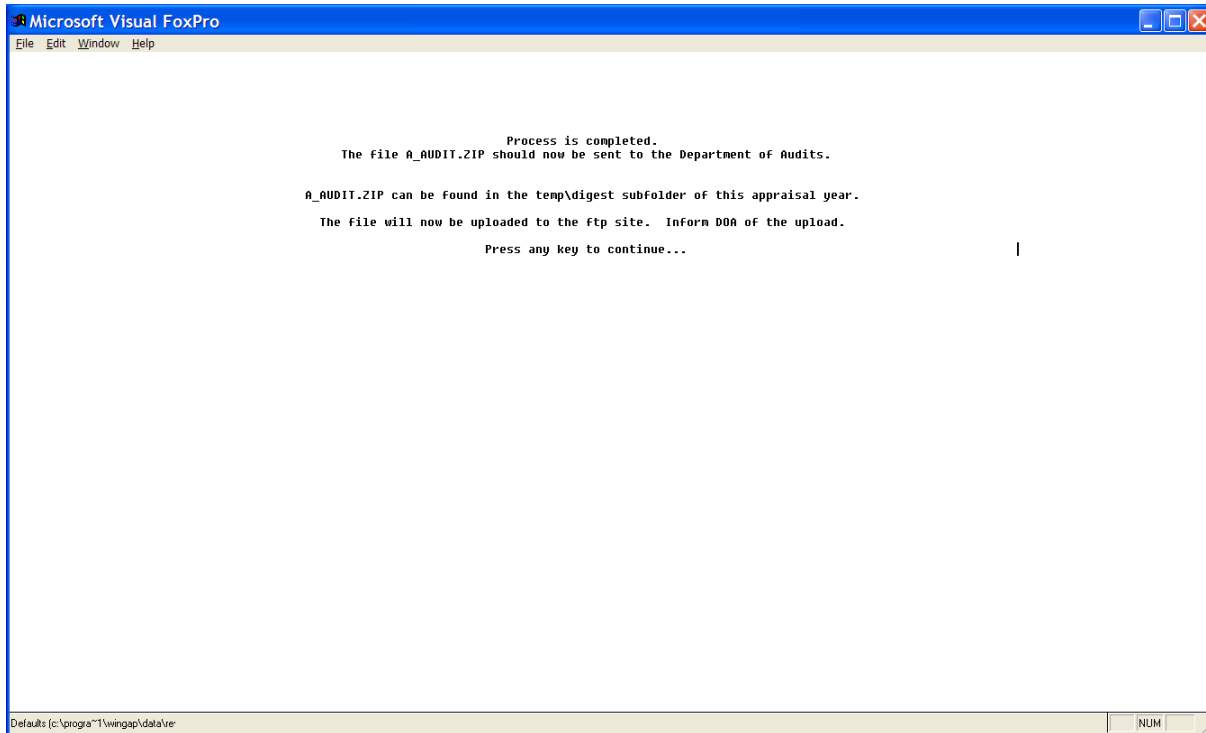


As the message indicates, a "C" is keyed to continue, a "Q" to quit. Keying a "C" will start the process of creating the Audit Department files, and the screen below will appear as the records are processed.

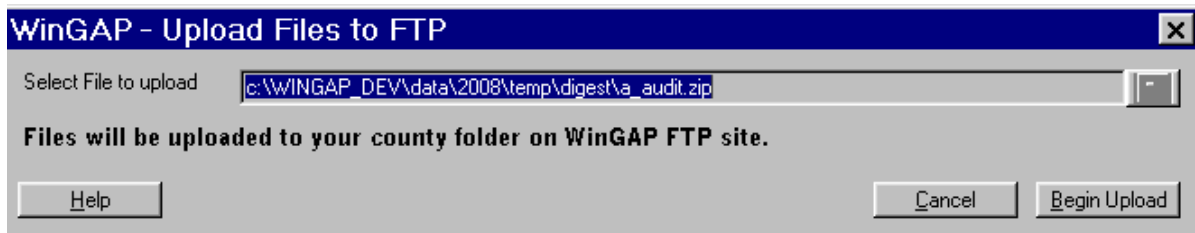


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At the conclusion of the process another window will appear informing the user that the files have been created and are ready to be uploaded, as seen below.



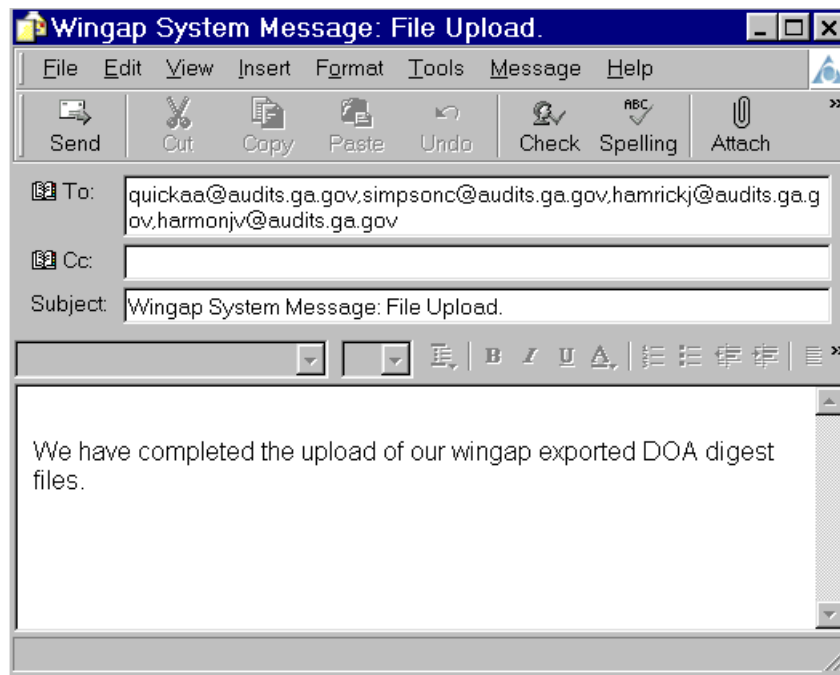
Any key can be pressed to produce the Upload Files to FTP Form, as seen below.



The Digest Upload Form greatly simplifies the process of delivering the digest files to the County's tax digest service bureau. There is no longer any need to copy the files to tape, diskette, or CD-ROM. All of the service bureaus used by WinGAP Counties can download the digest files from the WinGAP FTP site.

As opposed to the other Digest upload procedures, the user does not have to navigate to the file and select it; the Audit Department Digest File is already selected for upload. The user should click the **Begin Upload** button, and the file will be uploaded to that County's folder on the WinGAP FTP site. Various messages will display as the file is uploaded. The user will be informed that the upload was successful, and returned to the Upload Files to FTP form. The **Cancel** Button on the form is clicked at this point, which will launch the County's default email program, as seen on the next page.

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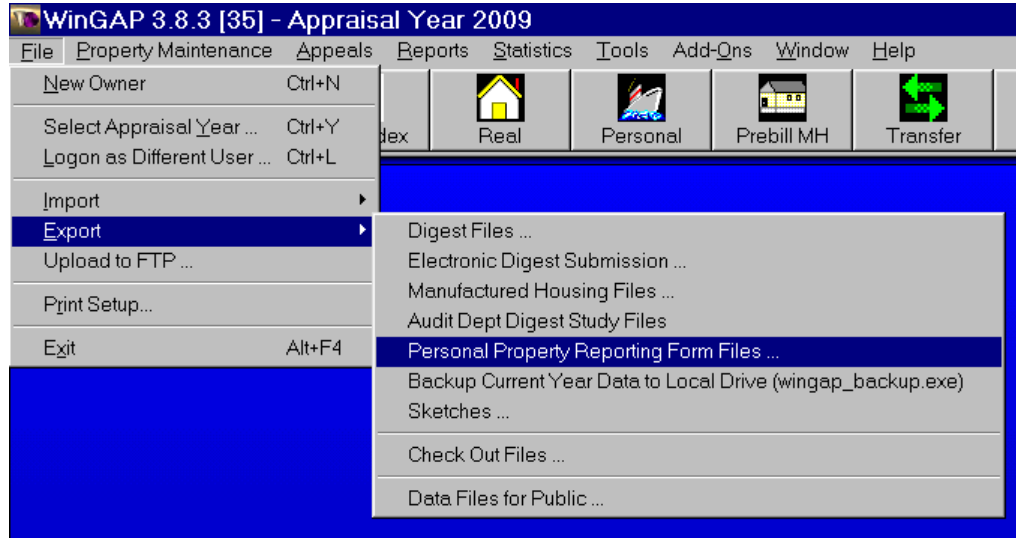


The user should click the Send Button on the email form to notify the Audit Department that the Audit Department digest files have been uploaded. Once this is done, the user will be returned to the main WinGAP Screen.

If the upload is not successful, for instance, the user's Internet connection is not functioning, the user will receive an error message similar to the one below, and the user can try again later to upload the digest files.

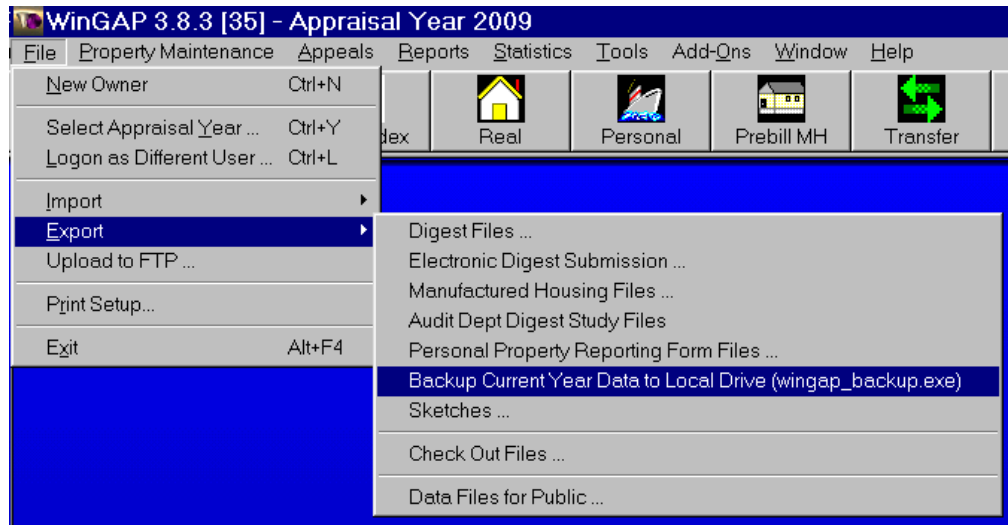


5. Personal Property Reporting Form Files



This option on the Export sub-menu allows the user to copy the data from the Owner, Personal, DNR, Boat, Aircraft, Cost, and Ppdepr database files to their respective fixed length text files. The files can then be zipped and uploaded to the ftp site in the same manner as the digest files. The procedures for using this option on the Export sub-menu are covered in the WinGAP Personal Property course and manual.

6. Backup Current Year Data to Local Drive (wingap_backup.exe)



The sixth option on the Export submenu allows the user to backup WinGAP current appraisal year data to another folder, zip the files, and then upload them to the FTP site. This backup process could also be done for a number of other reasons:

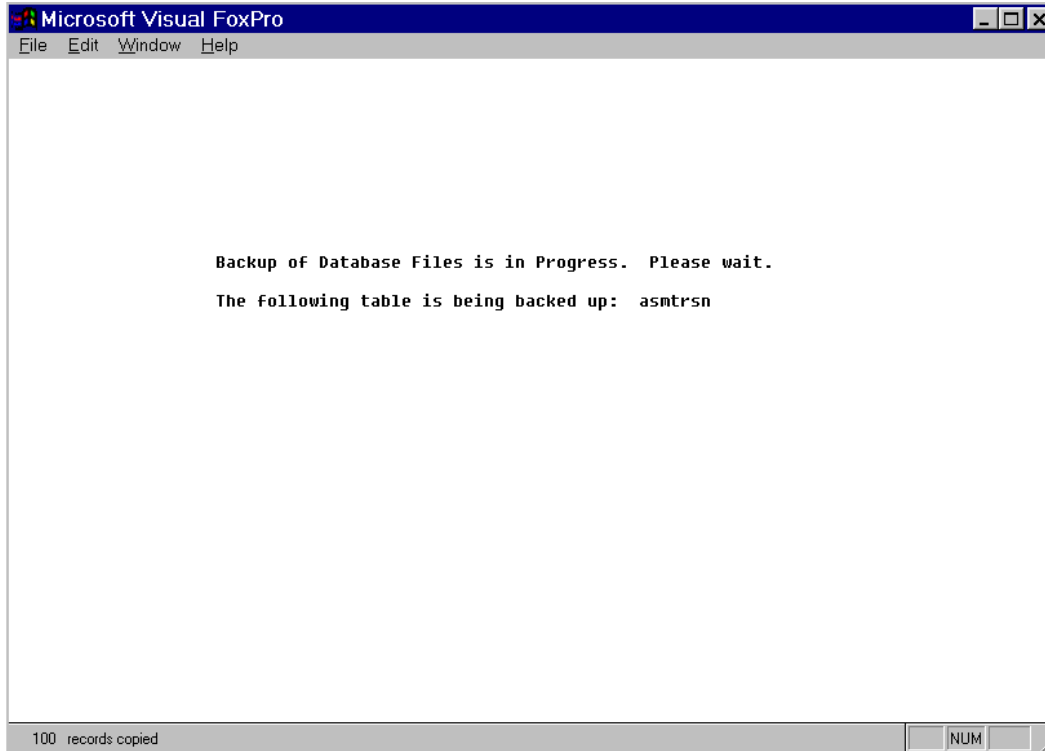
- The user wants to make a backup of the data files prior to Online Support fixing a problem
- The user wants to make a backup of the data before using FoxPro to run some tests on the data
- The user wants to upload data to the WinGAP FTP site for use by a DOR support agent or other purposes

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Note: The file, wingap_backup.exe, must be present in the wingap folder and the WinZIP command line exe must be located in C:\program files\winzip before the process described below will function. If an error concerning missing FoxPro libraries is encountered, the NetSetup routine will need to be run on this computer. See the **Tools >> File Maintenance >> Data Edits** section of the manual for instructions on running NetSetup.

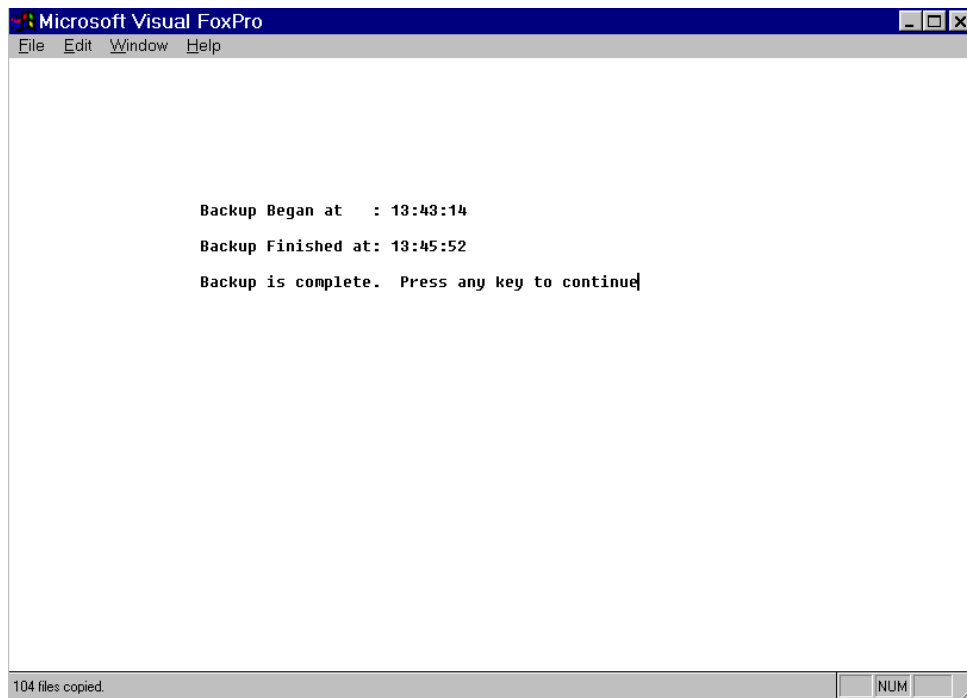
Important: DO NOT use this Backup menu option to transfer files to the public. Confidential data has not been redacted.

Selecting this option on the Export Menu starts the backup process. The process creates a folder called Wingap_Backup, located in the root directory on the users local hard drive. As the Appraisal Year files are copied to this folder, a FoxPro window displays the progress, as seen below.

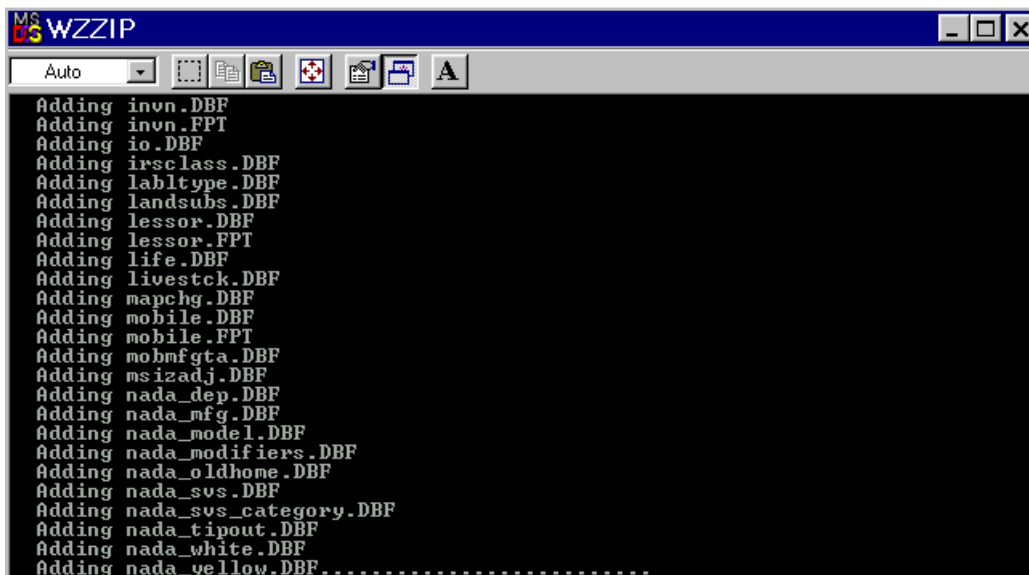


At the conclusion of the Backup process, the FoxPro screen on the next page will display.

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Pressing any key on this window starts the Winzip process of zipping the files in this folder.



At the conclusion of the Winzip process, the file wgbackup.zip is created and the Upload Files to FTP window appears, as seen below.



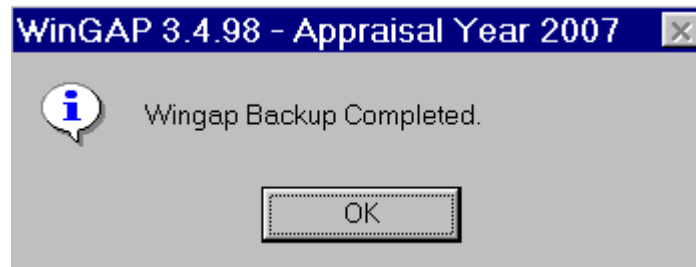
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NOTE: If the user does not wish to upload the files, but merely make a backup, the "X" on the upper right of the Upload window should be clicked to terminate the upload process.

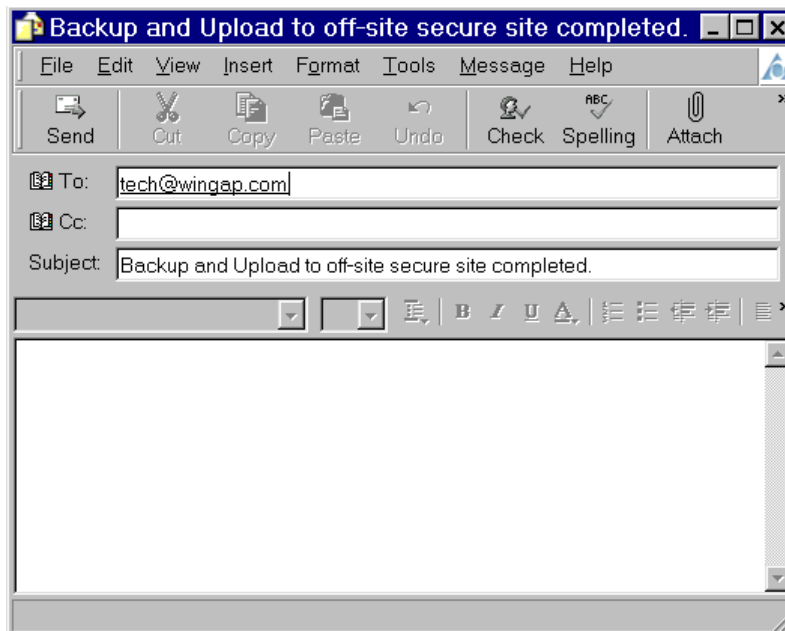
The user should then click the **Begin Upload** button, and the file will be uploaded to that County's folder on the WinGAP FTP site. Various messages will display as the file is uploaded. If the upload is not successful, for instance, the user's Internet connection is not functioning, the user will receive an error message similar to the one below, and the user can try again later to upload the digest files.



At the conclusion of the upload process the user will be returned to the Upload Files to FTP form. The "X" in the upper right of the Upload Files to FTP form can be clicked to close the Upload window, producing the following message.



Clicking Ok on the Wingap Backup Completed message will run the default email client on the user's computer, such as the one below, where an email can be sent to the appropriate party, if desired, about the files that were just uploaded.



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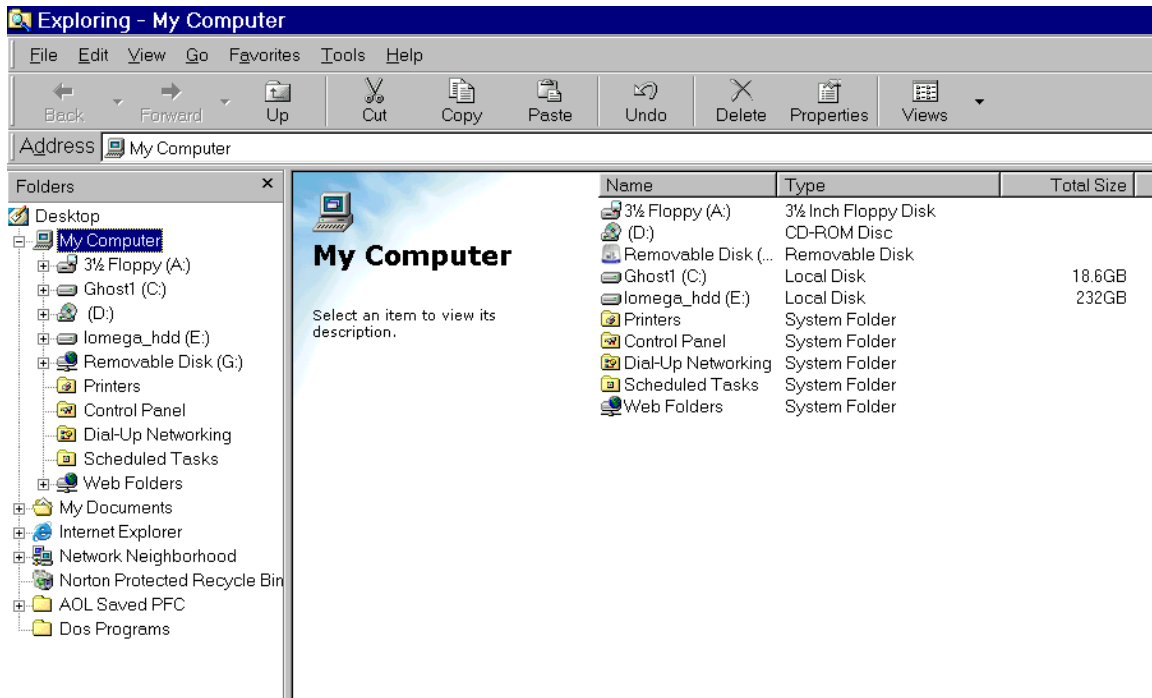
Alternative Backup Method (manual) of making a WinGAP Backup

Prior to running any Foxpro commands, the WinGAP application year data (i.e. 2007) can be copied to another folder using Windows Explorer.

The user can run Windows Explorer by:

- 4) selecting that option on the Windows Desktop, if a shortcut for Windows Explorer exists
- 5) right click on the Start Menu and left click on the Explore option
- 6) use the hot-key combination of the Windows key (to the left of the space bar, between the Ctrl and Alt keys) + E

Any of these options will produce an Explorer window similar to the one below:

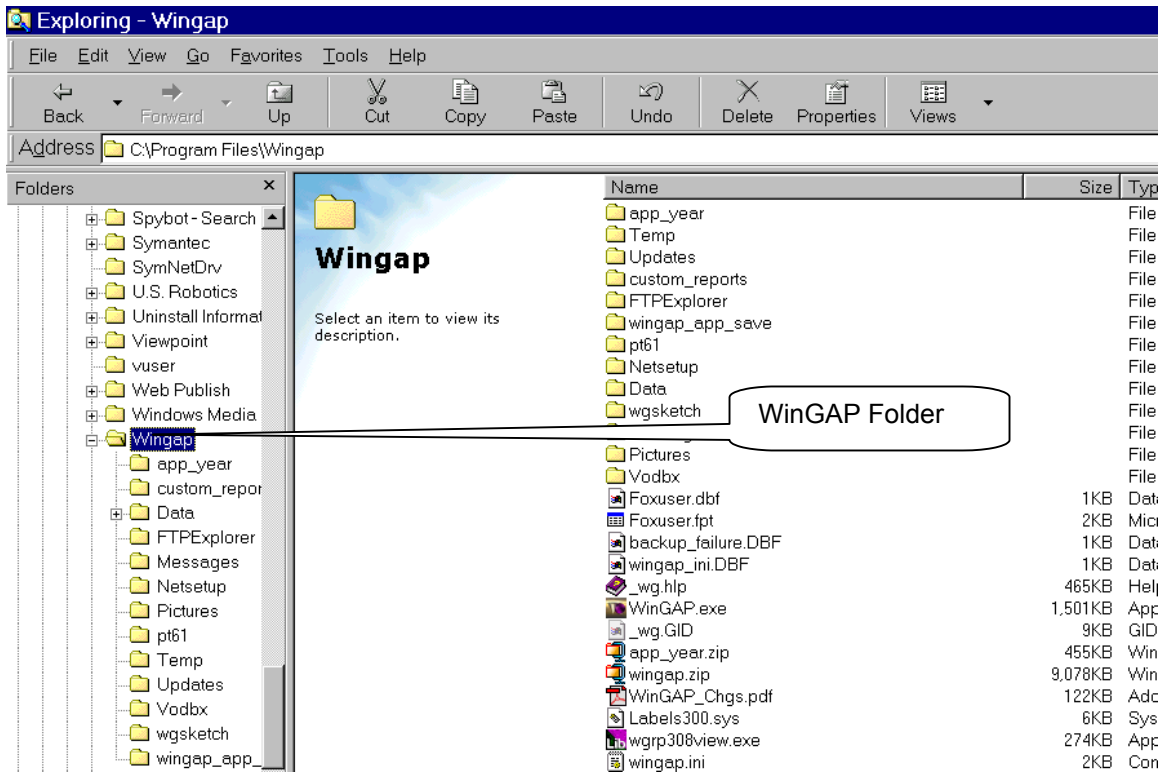


The user should navigate to the WinGAP folder by:

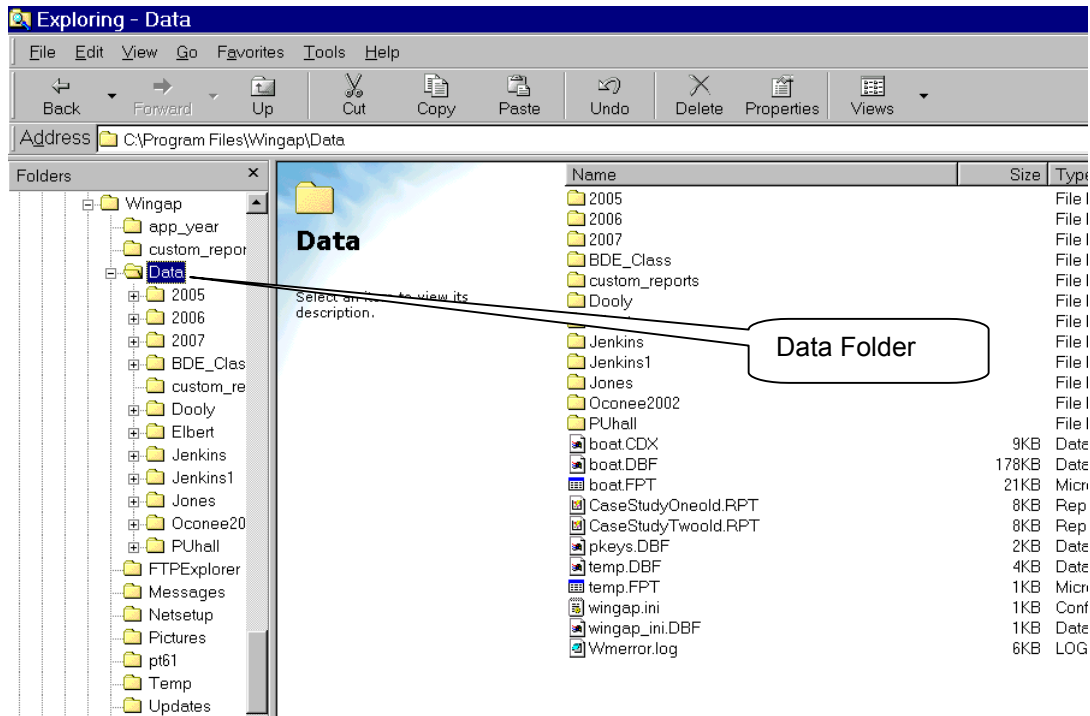
- 4) clicking on the "plus" sign to the left of the drive letter that WinGAP is located on
- 5) if WinGAP is located in the Program Files folder, clicking on the "plus" sign to the left of Program Files
- 6) clicking on the "plus" sign to the left of the WinGAP folder.

This will produce the expanded WinGAP folder, as seen on the next page.

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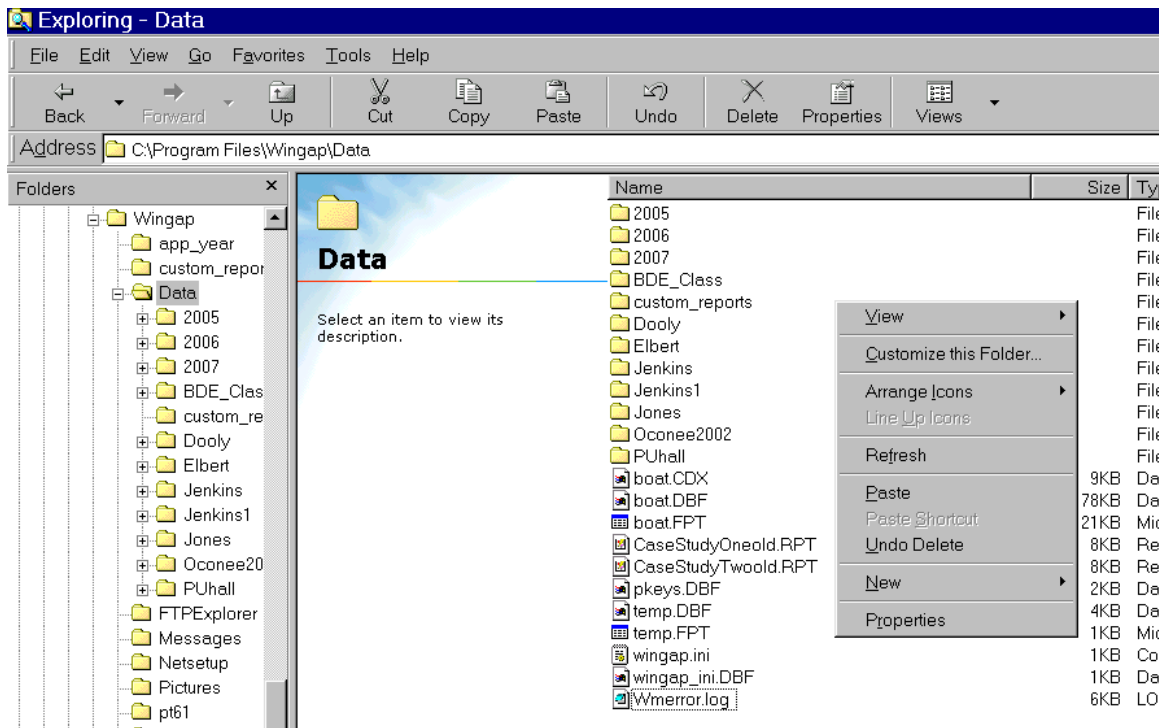
At this point the user should click on the "plus" sign to the left of the data folder, expanding that folder, as shown below.



Next, the user the user should create the new folder that the data is to be copied to. With the Data folder highlighted as shown on the screen above, the user should place the mouse pointer in the center of the

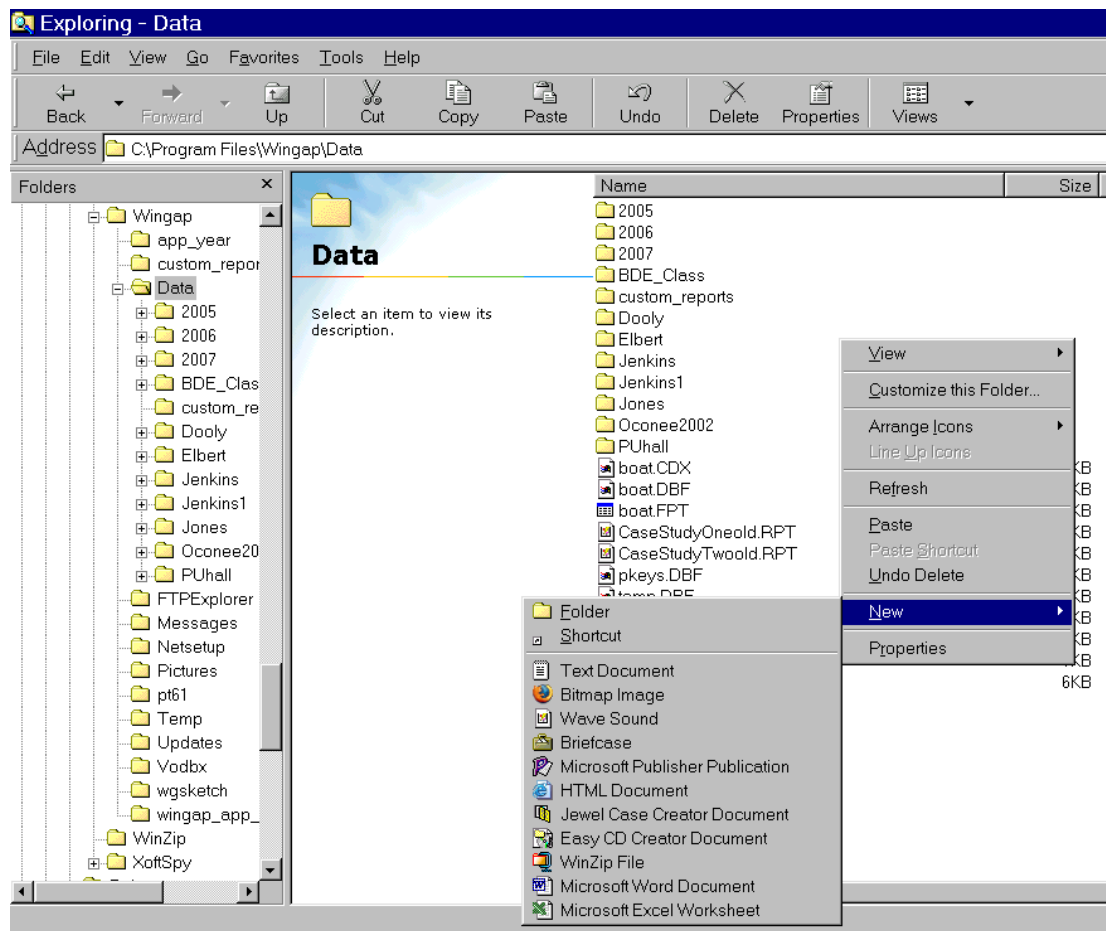
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open white area in the right-hand panel of the Explorer window and then right click. This will produce a menu as shown in the image below.



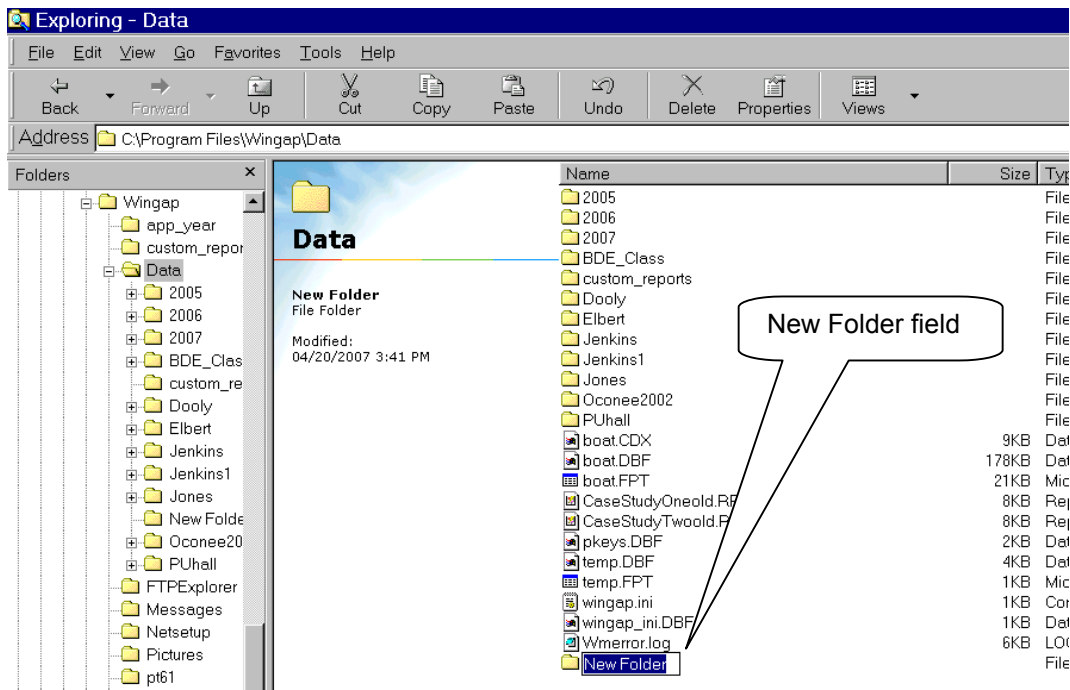
The user should select the New option at the bottom of this menu, which will produce a sub-menu with several options, as shown on the next page.

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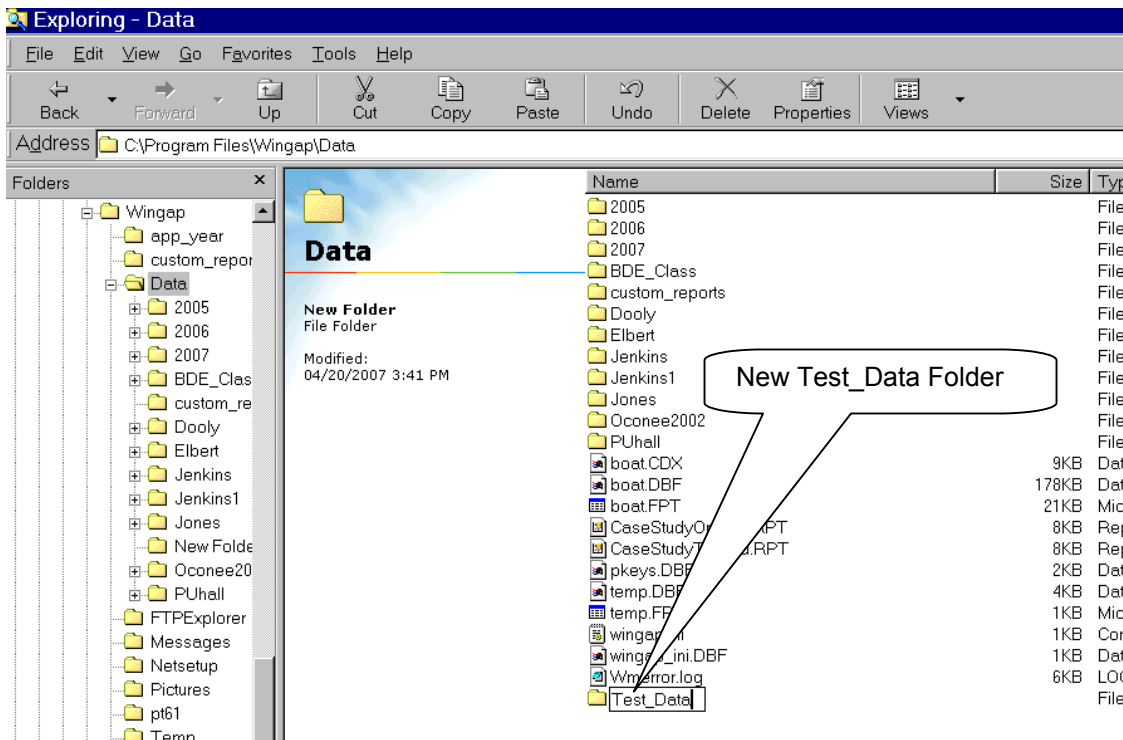


At this point the user should left-click on the Folder option at the top of the sub-menu, producing the New Folder single line edit field, as seen on the next page.

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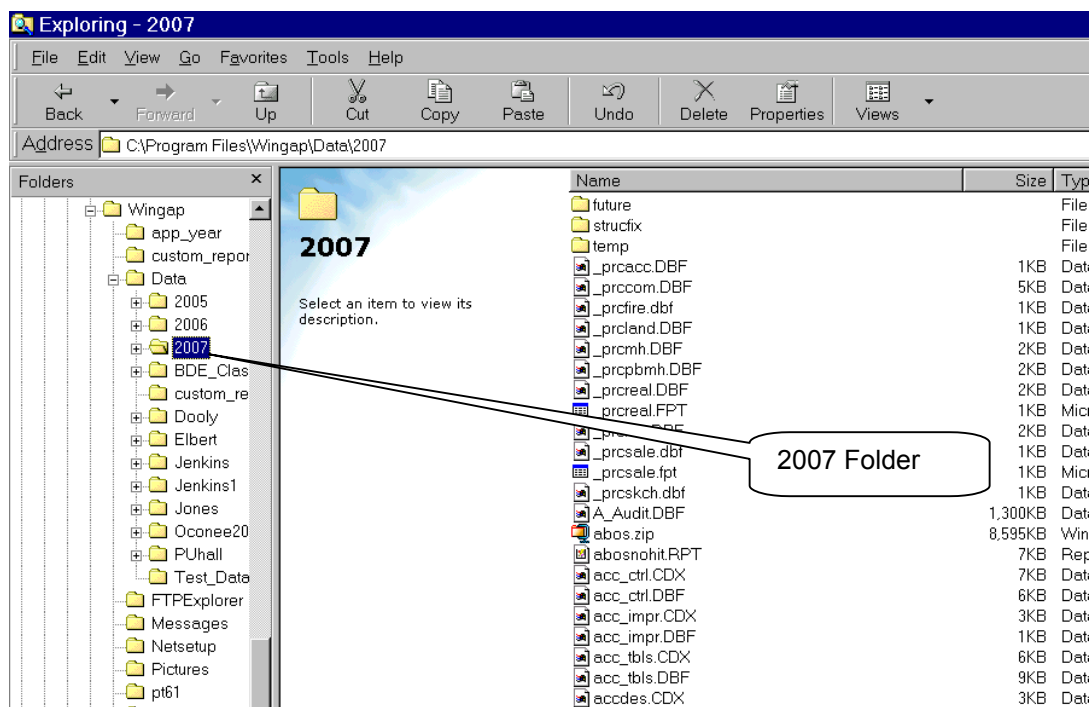


The user can type in the desired name of the folder (Test_Data in this example, as shown below) and press Enter to save the new folder.

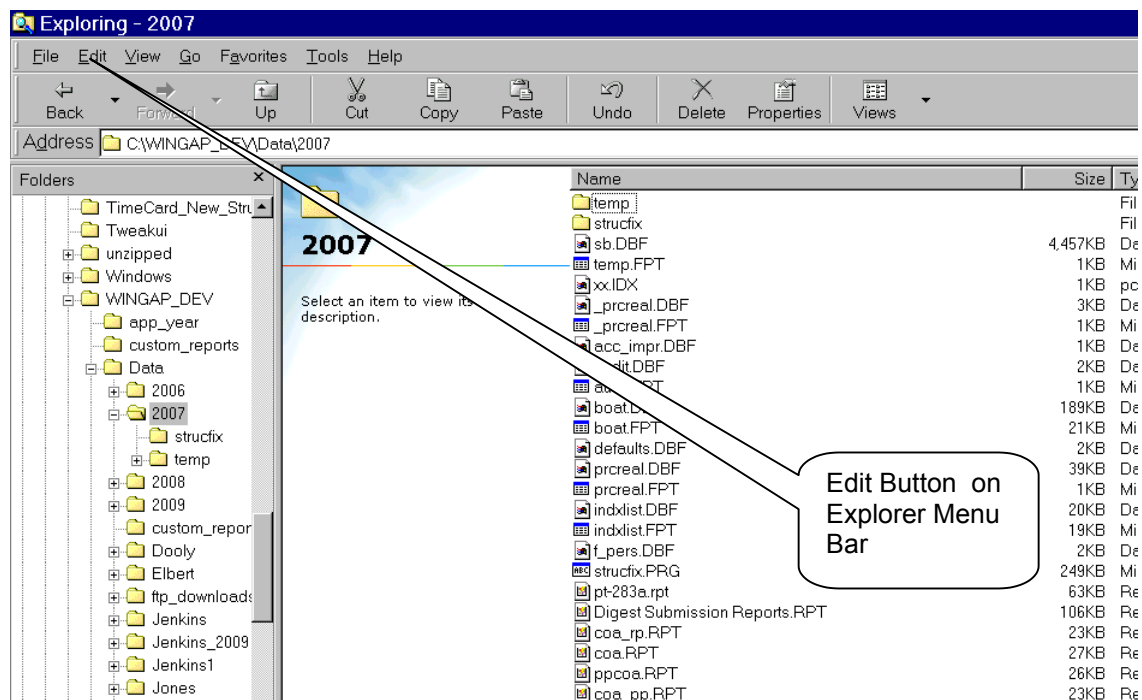


The user should now click on the desired Appraisal Year folder, in this example 2007, as shown on the next page, that contains the files that are to be copied into the folder that was just created.

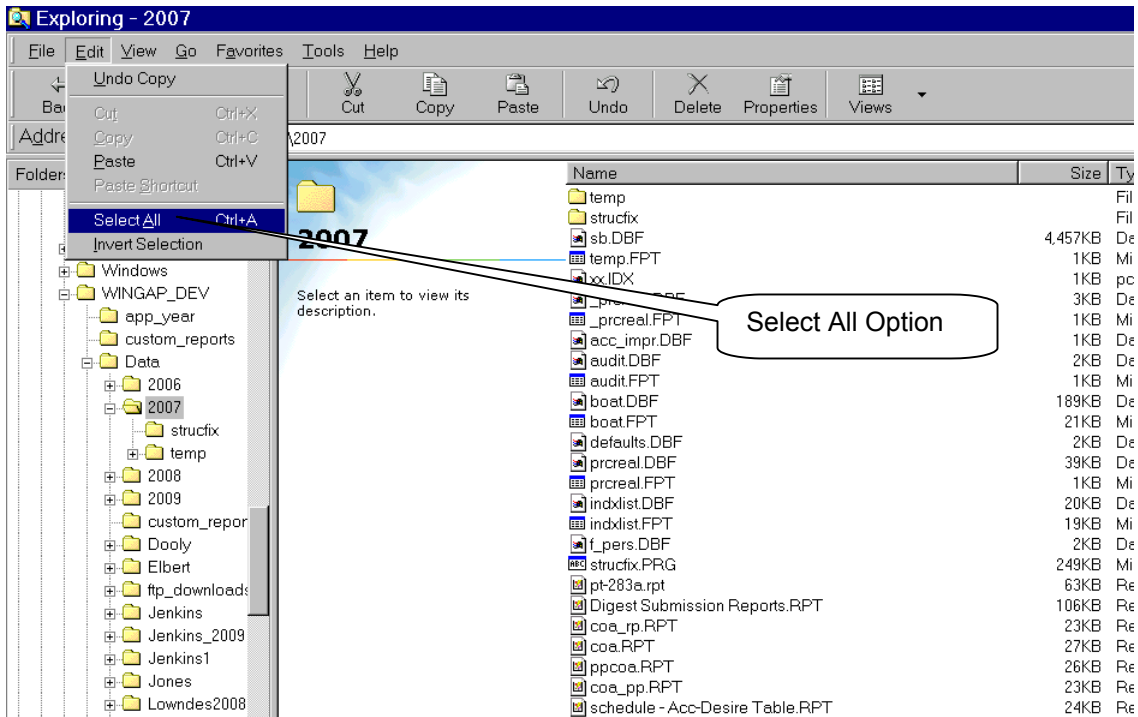
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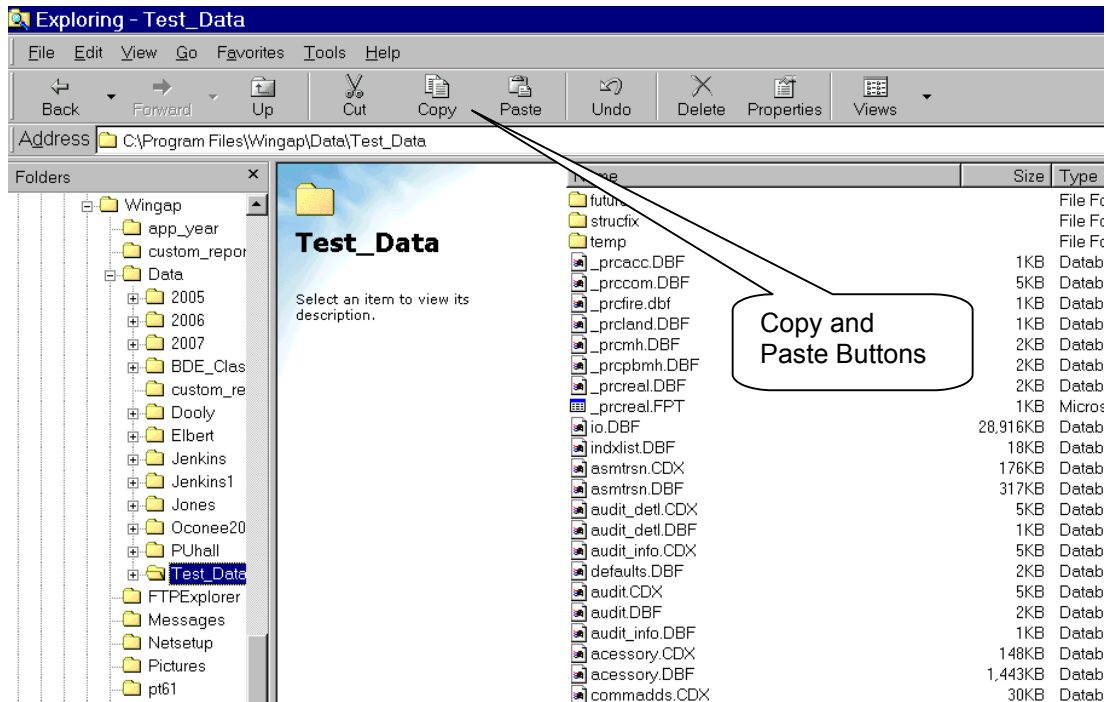
Once the 2007 folder (in this example) is opened, the user should click anywhere in the white area on the right side panel in Explorer to select that panel, then click the Edit option on the Windows Explorer Menu Bar, then the Select All option, as shown in the two images below and on the next page. All of the files and folders in the 2007 folder will turn blue. The user can also key the hot-key combination of Ctrl + A to select all of the files and folders.



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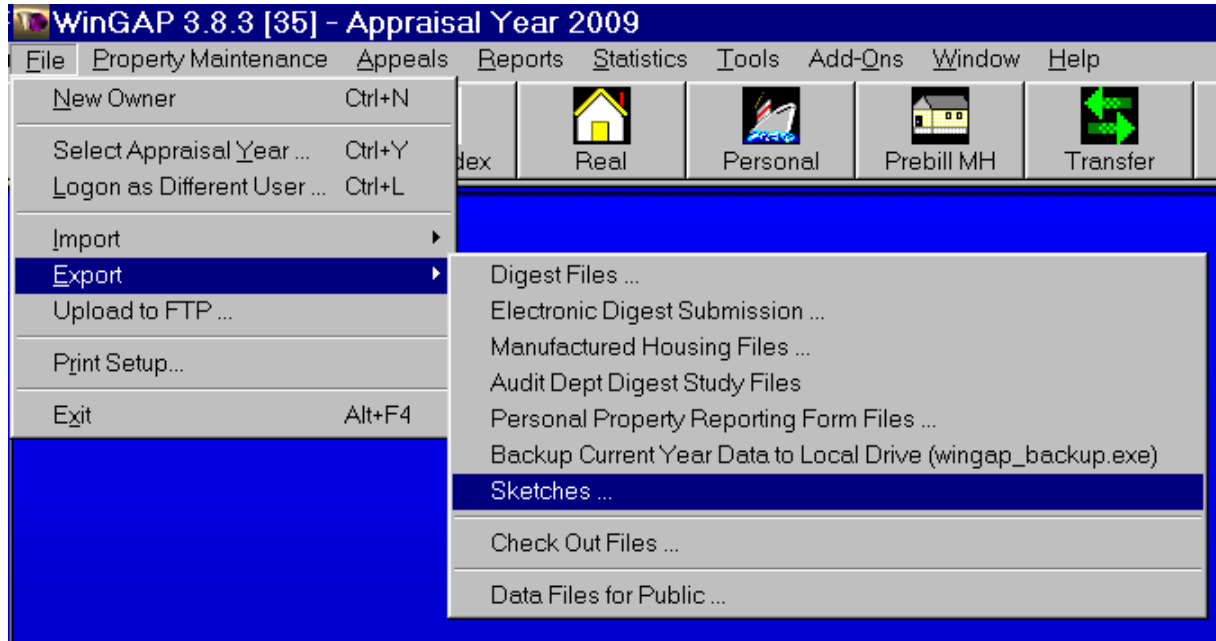
The user should now click the Copy Button on the Explorer Tool Bar, (or key the hot-key combination of Ctrl + C), then click on the new folder that was just created (in this example it is called Test_Data) to open that folder, then click Paste on the Explorer Tool Bar (or key the hot-key combination of Ctrl + V) to paste the files and folders into the new folder, as shown below.



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The user can now run FoxPro, go to the new Test_Data folder, and perform any desired operations without interfering with the live WinGAP data in the 2007 folder.


7. Sketches



Sketches can be exported for use by other applications such as GIS, web sites, etc., by using this option on the Export Menu. Selecting this option produces the Export Sketches Form, as seen below.

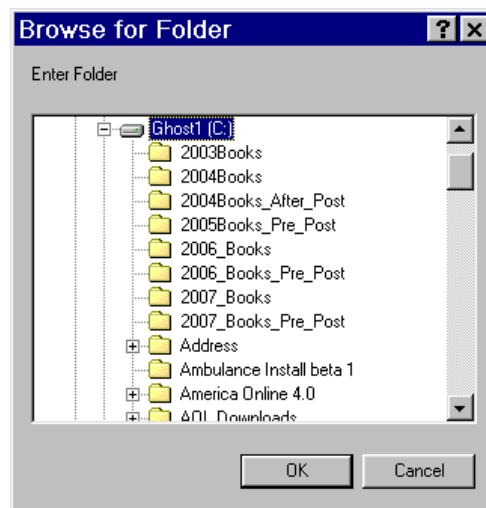


Residential, Commercial, and Manufactured Housing Sketches, solely or any combination thereof, can be selected by clicking in the appropriate checkbox on the left side of the Form.

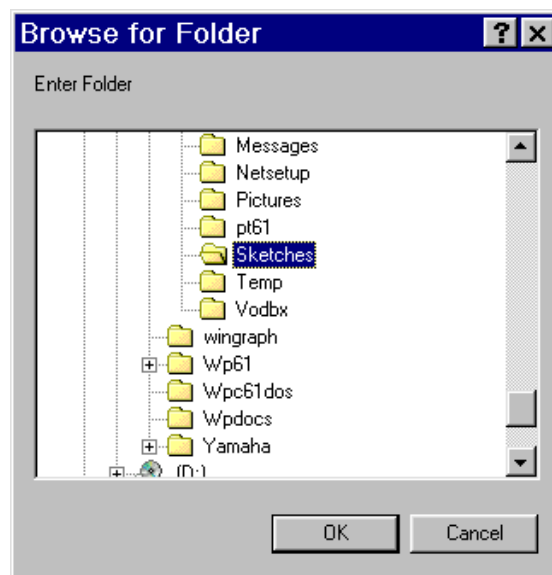
The folder that the Sketches are to be exported to is selected by clicking the **Browse**  button to the right of the Export To Folder field. This will produce the Browse for Folder dialog box, next page.

NOTE: The folder must already exist; it cannot be created at this point. It can be created using Windows Explorer prior to running the Export Sketches routine.

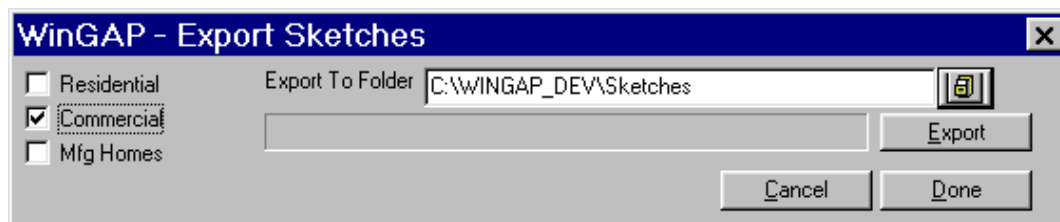
WinGAP Technical Workshop



The appropriate folder should be selected, in this example, the Sketches folder within the WinGAP folder, as seen below. The OK button should be clicked to select the folder.

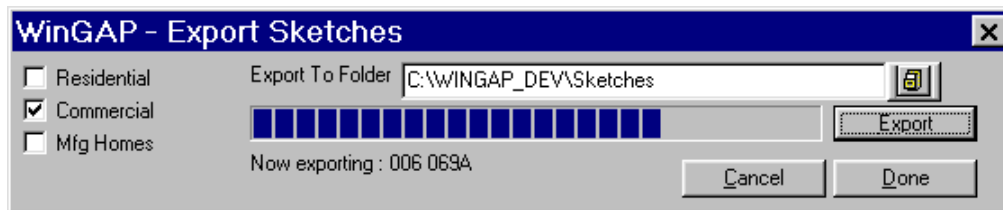


The user will be returned to the Export Sketches Form, below, where the Export button should be clicked to Export the selected Sketches to the appropriate folder.



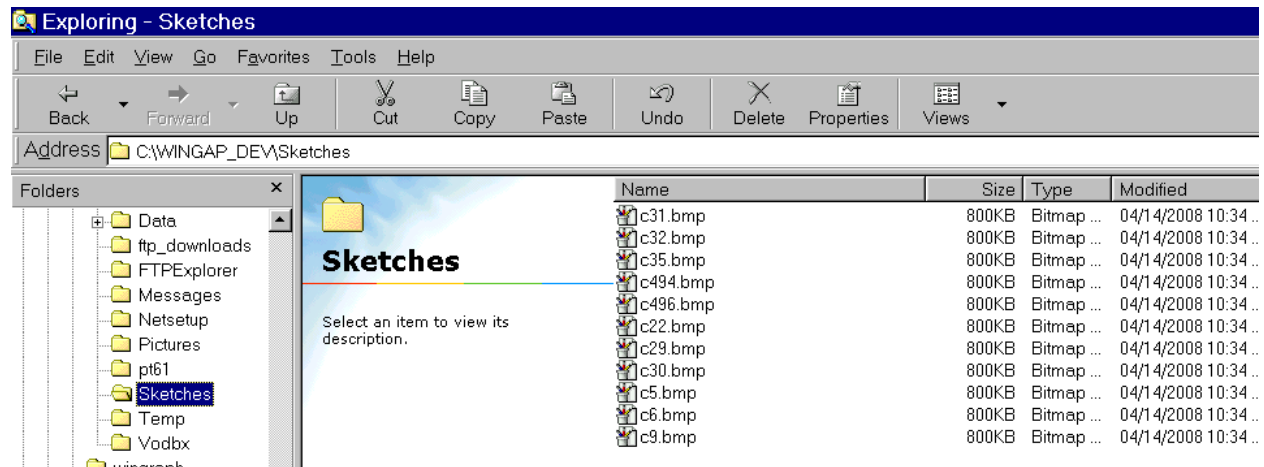
A bar graph and messages will appear as the Sketches are exported, and when the process is finished, the user will be informed with a message, as seen on the next page.

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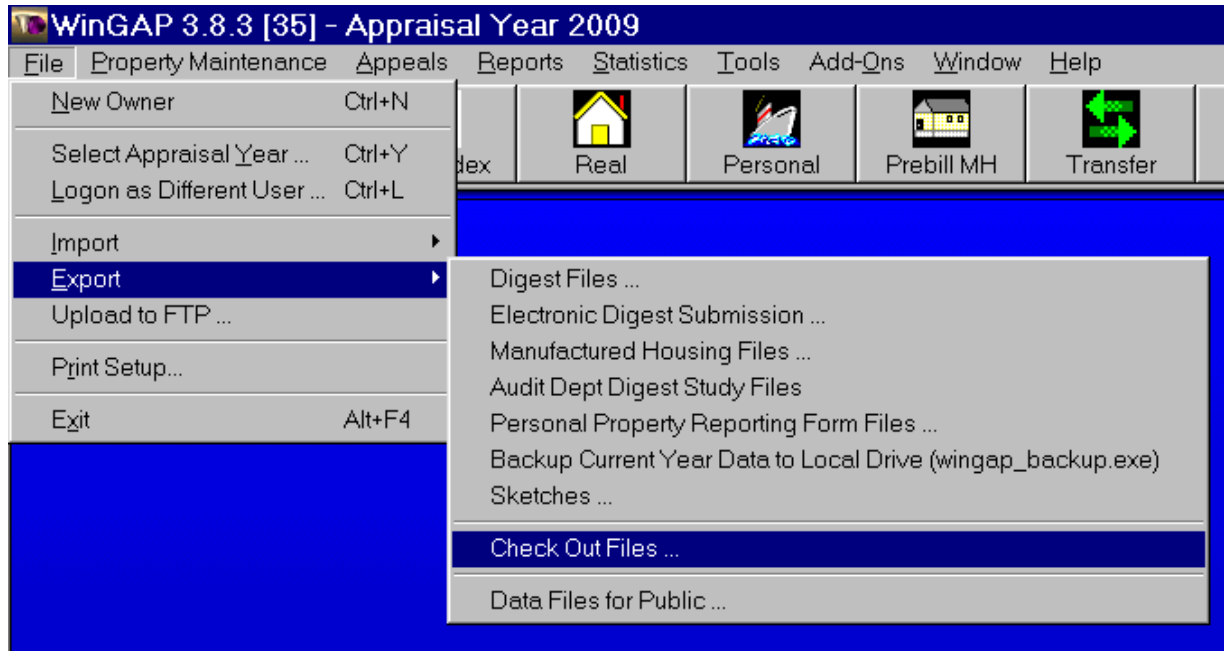


The OK button can be clicked to return to the Export Sketches form, where the Cancel button should be clicked to return to the WinGAP main screen.

Windows Explorer can be used to display the Sketches that were exported to the desired folder, as seen below. The Sketch files are in Bitmap format.



8. Check Out Files



Note: The Checkout Folder procedure, found at **Tools >> File Maintenance >> Create Checkout Folder**, must be run prior to checking out files.

This option on the Export sub-menu allows the user to checkout parcels from the Main/Office System to be used in the field or checkout reviewed parcels from the Notebook to be placed back onto the Main System. Clicking on the **File >> Export >> Check Out Files** menu option produces the Check Out Properties Form, as seen on the next page.

WinGAP Technical Workshop

WinGAP - Check Out Properties

☐ Check Out from Main System
 ☐ Check Out from Notebook / Field System
 Check Out appraiser initials:

Select Parcels to Check Out Search

PARCEL_NO	LEGAL_DESC	NEIGHBORHOOD	TOTALACRES	FUSERID	CURR_VAL
001 001	28.50 AC RES SOUTH HERNDON RD	00002	57.00		290050
001 002	1.00 AC HERNDON		2.00		2009
001 003	2.00 AC HOUSE S HERNDON RD		1.73		45864
001 004	1.00 AC HERNDON		1.00		32226
001 005	1.00 AC RES HERNDON ROAD		11.00		38052
001 006	.68 AC S HERNDON RD		0.68		4692
001 008	.55 AC SOUTH HERNDON RD		0.55		0
001 009	1.47 AC RES/STORE S HERNDON RD	00001	0.00		30989
001 010	.18 AC BLOCK BLDG S HERNDON RD	00002	10.00		8107
001 011	.24 AC RES S HERNDON RD		0.24		41404
001 012	.21 AC S HERNDON RD	00001	0.21		62579
001 013	.64 AC S HERNDON RD		0.64		39585
001 013A	.27 AC M/H S HERNDON RD		0.27		1155
001 014	116.61 AC Hwy 17 N	00001	116.61		49757
001 014A	3.03 AC HOMEPLACE Hwy 17 N		3.03		63863
001 015	15.00 AC Hwy 17 LAND ONLY		15.00		12313
001 015A	294.0 AC KIMBERLY CLARK RIVER HERNDON		294.00		67650
001 016	154.0 AC MORRIS ROAD COUNTY LINE		154.00		59382
001 017	45.00 AC MORRIS RD		45.00		19500
001 018	16.50 AC MORRIS RD		16.50		5050
001 019	6.50 AC HOUSE MORRIS RD		6.50		28815

Starting Parcel Ending Parcel Select All in Range

Records Selected 0 Records Processed 0

Record Progress ☐ Select Multiple (1) Cancel OK

There are two "Check Out" options on the Check Out Properties Form:

- ☐ If Checking Out Files from the Main System that will be used by the Notebook computer in the field, the **Check Out from Main System** checkbox should be checked.
- ☐ If Checking Out Files on the Notebook computer that have been updated in the field, the **Check Out From Notebook / Field System** checkbox should be checked.

CAUTION: The user must be very careful to place the checkmark in the box that corresponds to the system where the parcels are to be checked out from.

The initials of the individual checking out these records should be keyed in the field on the upper right of the Form.

The user must now select the parcels that are to be checked out. Files can be selected for check out using three different methods:

- ☐ A single parcel can be selected by clicking on the row containing the parcel info with the mouse. Once the parcel is selected, the item will be in black.
- ☐ Multiple parcels can be selected individually by first clicking in the Select Multiple checkbox at the bottom of the Check Out Properties form, then clicking on each row that contains the desired parcel. If the Select Multiple checkbox is not checked, the user must hold down the Ctrl key and click on the row containing the desired parcel. **NOTE:** using the Shift key to select a range of parcels is no longer functional.

As the parcels are selected, the selected parcels will be in black, and the number to the right of the Select Multiple checkbox will change to the number selected, as seen on the next page.

WinGAP Technical Workshop

WinGAP - Check Out Properties

☒ Check Out from Main System
 ☐ Check Out from Notebook / Field System
 Check Out appraiser initials:

Select Parcels to Check Out Search

PARCEL_NO	LEGAL_DESC	NEIGHBORHOOD	TOTALACRES	FUSERID	CURR_VAL
001 008	.55 AC SOUTH HERNDON RD		0.55		0
001 009	1.47 AC RES/STORE S HERNDON RD	00001	0.00		30989
001 010	.18 AC BLOCK BLDG S HERNDON RD	00002	10.00		8107
001 011	.24 AC RES S HERNDON RD		0.24		24780
001 012	.21 AC S HERNDON RD	00001	0.21		62579
001 013	.64 AC S HERNDON RD		0.64		39585
001 013A	.27 AC M/H S HERNDON RD		0.27		1155
001 014	116.61 AC HWY 17 N	00001	116.61		49757
001 014A	3.03 AC HOMEPLACE HWY 17 N		3.03		42643
001 015	15.00 AC HWY 17 LAND ONLY		15.00		47913
001 015A	294.0 AC KIMBERLY CLARK RIVER HERNDON		294.00		67650
001 016	154.0 AC MORRIS ROAD COUNTY LINE		154.00		59382
001 017	45.00 AC MORRIS RD		45.00		19500
001 018	16.50 AC MORRIS RD		16.50		5050
001 019	6.50 AC HOUSE MORRIS ROAD		6.50		28815
001 020	4.44 AC HOUSE MORRIS RD		4.44		98886
001 021	68.25 AC MORRIS RD TILLMAN		68.25		25725
001 022	78.0 AC CLIFTON/TILLMAN LAND N HERNDON RD		78.00		38790
001 023	220.05 AC N HERNDON RD JOHNSON TRACT (2)		220.05		96073
001 024	64.0 AC BRAYBOY DAVIS BENNETT RD		64.00		24250
001 025	134.40 AC HERNDON RD		134.40		65965

Starting Parcel Ending Parcel

Records Selected: 0 Records Processed: 0
 Record Progress: ☒ Select Multiple (14)

- A range of parcels can be selected by keying the Starting and Ending Parcel Numbers in their respective fields, and then clicking the **Select All in Range** Button, as shown on the next page. If multiple ranges of parcels are desired, the user can click in the Select Multiple checkbox to select multiple ranges.

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WinGAP - Check Out Properties

☒ Check Out from Main System ☐ Check Out from Notebook / Field System Check Out appraiser initials: SRB

Select Parcels to Check Out

PARCEL_NO	LEGAL_DESC	NEIGHBORHOOD	TOTALACRES	FUSERID	CURR_VAL	C
002 015	7.60 AC DRAKE CHAPEL RD CHURCH		0.00		100	
002 016	77.61 AC W OLD SAVANNAH RD		77.61		25043	
002 017	31.23 AC RES W OLD SAVANNAH RD		31.23		93499	
002 018	89.0 AC RES MOUNT OLIVE RD		89.00		127965	
002 019	24.14 AC MOUNT OLIVE RD		24.14		7818	
002 020	1.0 AC M/H MOUNT OLIVE RD		1.00		25374	
002 021	2.40 AC M/H W OLD SAVANNAH RD		2.40		34305	
002 022	1.027 AC M/H W OLD SAVANNAH ROAD		1.03		35603	
002 023	1.37 AC M/H W OLD SAVANNAH RD		1.37		4804	
002 024	.87 AC M/H W OLD SAVANNAH RD		0.87		36805	
002 025	3.21 AC HOUSE MT OLIVE ROAD		3.21		46112	
002 026	.90 AC W OLD SAVANNAH RD		0.90		1123	
002 027	4.77 AC W OLD SAVANNAH ROAD		4.77		5893	
002 028	24.14 AC MOUNT OLIVER ROAD		24.14		7107	
002 029	24.14 AC MOUNT OLIVE ROAD		24.14		7107	
002 030	24.14 AC MT OLIVE ROAD		24.14		7107	
002 031	20.92 AC MT OLIVE ROAD		20.92		8054	
003 001	172.14 AC OLD LOUISVILLE RD	00003	172.14		84787	
003 002	2.89 AC RES OLD LOUISVILLE RD		2.89		247747	
003 003	122.0 AC KING/KELLY LAND OLD LOUISVILLE RD		122.00		60390	
003 004	980.80 AC LIRHOUSE N HERNON RD KELLY TR		980.80		614593	

Starting Parcel: 001 -001 - Ending Parcel: 002 -050 -

Records Selected: 0 Records Processed: 0

Record Progress: ☐ Select Multiple (98)

Note: A parcel can be de-selected at any time by holding the Ctrl key down and clicking on the highlighted parcel.

The user can use the Search field at the upper right of the Check Out Properties form to quickly move to parcels not showing in the list box. The Page Up and Down keys, the up and down arrow keys, the vertical scroll bar, and the mouse wheel can also be used to navigate in the list box.

Once all the parcels are selected, the user should click the Ok Button, which will produce the Select Export Path Form, below. The "Select folder you wish to export to" path will default to the path (location) of the checkout folder that was specified when the Create Checkout Folder process was run from **Tools >> File Maintenance >> Create Checkout Folder**. If the files have been moved from the default location, the user should change the path (drive and folder) to where the files are located. The path can be changed by:

- ☐ keying the correct path into the provided field or
- ☐ using the Open Folder button to the right of the path field to navigate to the location of the files

When the correct path is established, the Ok Button can then be clicked to begin the export process.

WinGAP - Select Export Path for Notebook ...

Select folder you wish to export to

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As WinGAP exports the files, each record that is exported will have the word "out" placed in the FUSERID (Field User ID) field in Realprop, which displays to the right of the Total Acres field on the Check Out Properties Form, and various bar graphs will display as this is done, as shown below. The initials of the appraiser who checked out the parcels, and the date they were checked out, are placed in the LO_NAME (Log Out Name) and LO_DATE (Log Out Date) fields, respectively, in Realprop. Each parcel will turn "yellow" on the screen as it is checked out. If the parcel does not turn yellow, it is already checked out.

WinGAP - Check Out Properties

☒ Check Out from Main System ☐ Check Out from Notebook / Field System Check Out appraiser initials: SRB

Select Parcels to Check Out: [Search]

PARCEL_NO	LEGAL_DESC	NEIGHBORHOOD	TOTALACRES	FUSERID	CURR_VAL
001 016	154.0 AC MORRIS ROAD COUNTY LINE		154.00	out	59382
001 017	45.00 AC MORRIS RD		45.00	out	19500
001 018	16.50 AC MORRIS RD		16.50	out	5050
001 019	6.50 AC HOUSE MORRIS ROAD		6.50	out	28815
001 020	4.44 AC HOUSE MORRIS RD		4.44	out	98886
001 021	68.25 AC MORRIS RD TILLMAN		68.25	out	25725
001 022	78.0 AC CLIFTON/TILLMAN LAND N HERNDON RD		78.00	out	38790
001 023	220.05 AC N HERNDON RD JOHNSON TRACT (2)		220.05	out	96073
001 024	64.0 AC BRAYBOY DAVIS BENNETT RD		64.00	out	24250
001 025	134.40 AC HERNDON RD		134.40	out	65965
001 026	79.30 AC HOUSE N HERNDON RD JOHNSON		79.30	out	358553
001 027	49.94 AC RES ALAM RD CORKER LAND		49.94	out	74322
001 028	17.00 AC ALMA RD BENNETT		17.00	out	4250
001 029	16.00 AC ALMA RD CORKER LAND		16.00	out	5250
001 030	49.09 AC ALMA RD CORKER		49.09	out	27520
001 031	23.79 AC RES N HERNDON RD		23.79	out	148306
001 032	22.0 AC ALMA ROAD		22.00	out	6375
001 033	7.35 AC JENKINS/BURKE COUNTY LINE		7.35	out	3840
001 034	10.29 AC HWY 17 WILLIFORD LAND		10.29	out	13008
001 035	.91 AC RES/STORE HWY 17 NORTH		0.00		69056
001 036	56.8 AC HWY 17 N		56.80		24060

Starting Parcel: 001 -001 - Ending Parcel: 002 -050 - Select All in Range

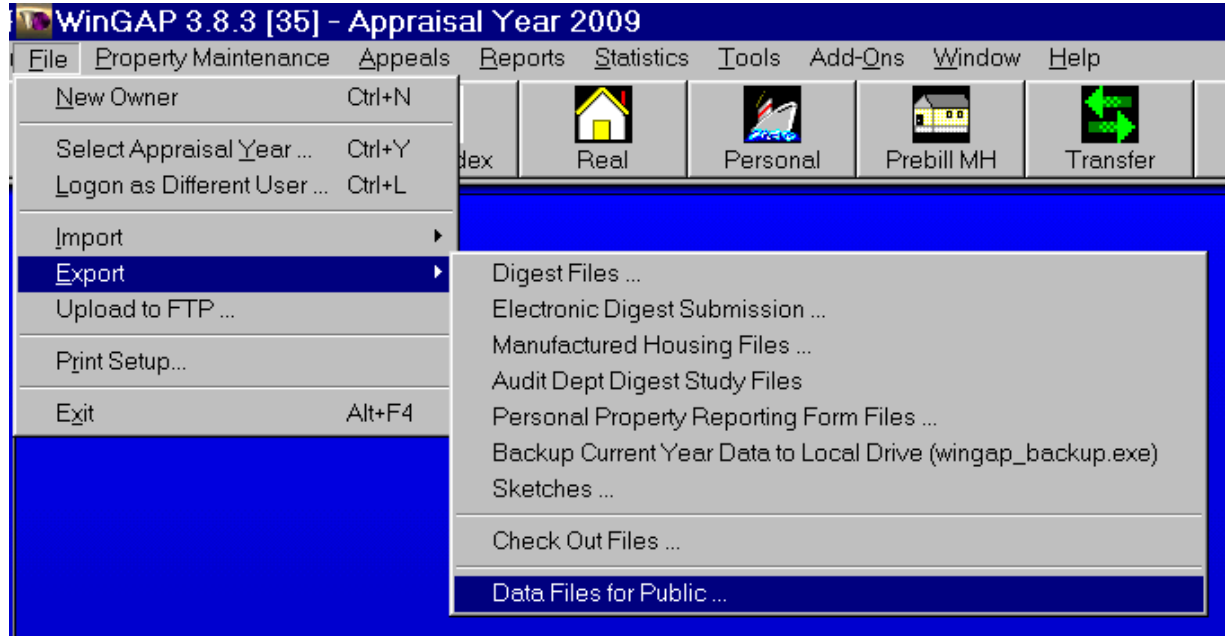
Records Selected: 125 Records Processed: 34.0

Record Progress: [Progress Bar] ☐ Select Multiple (1) Cancel OK

When the Check Out Files process is finished, the user will receive a "Check Out Completed Successfully!" message on the screen. The user should click Ok on this message to return to the main WinGAP Screen.

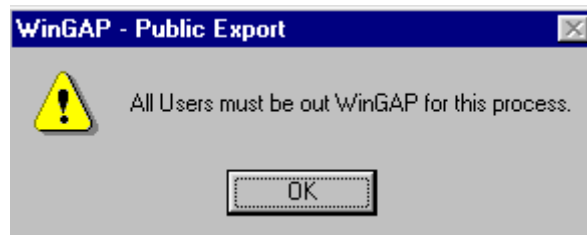
NOTE: This is only the first half of the Check Out Files Process. The user must now go to the either the Notebook computer that was used in the field or the Main System and "Check In" the files.

9. Data Files for Public



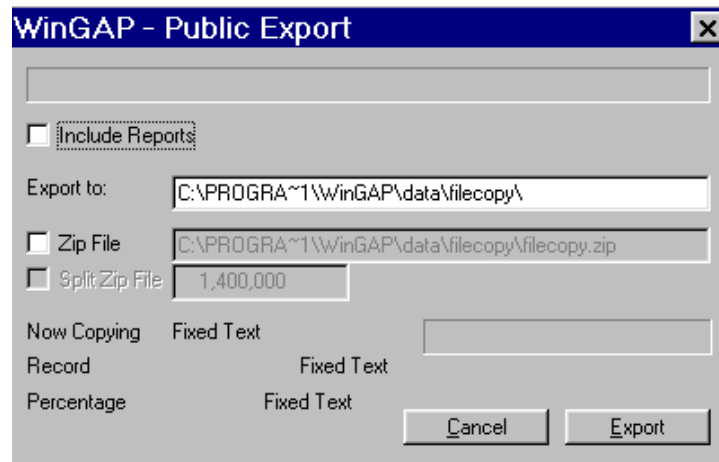
WinGAP can create data files for public use that the Assessors Office can provide to anyone that requests them. The public data files are created by selecting the last option on the File/Export Menu.

These files are stripped of any confidential information, such as Social Security Numbers, cost data and inventory information. Also, the NADA files and ABOS files are either omitted or cleaned of data. To create these files the user should click on the above option and the following message, shown below, will appear, warning the user that all other users, if on a network or if multiple instances of WinGAP are being run, must be out of WinGAP before proceeding with the Public data file creation.



Clicking OK on this message takes the user to the Public Export data selection form, as shown on the next page.

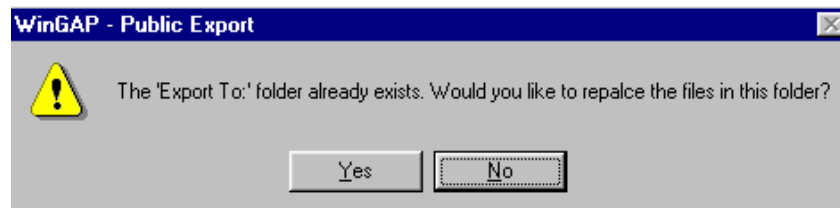
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The user, depending upon the wishes of the party that wants the files, can include any reports associated with the data by clicking on the Include Reports checkbox. The "Export to" field allows the user to define the location (path) to which the exported files will be copied. The user will normally accept the default location as shown in the "Export to" field.

If a zipped file is desired, the user should check the box, Zip File. The location of the zip file(s) that will be created defaults to the Filecopy folder within the Program Files\WinGAP\Data folder. Placing a checkmark in the Zip File checkbox makes the Split Zip file checkbox available to the user, and this box should be checked if the user desires to copy the zipped files to a diskette or some other medium that does not have the capacity to store the filecopy.zip file in its entirety. If this box is checked the zipped files will be kept to the size specified in the field to the right of the Split Zip File checkbox (the default of 1,400,000 is the largest size for a standard 3.5" floppy drive).

The Export Button should now be clicked to begin the Export process. The user may receive a message, below, that the folder that the files are to be exported to already exists. The user should click the Yes Button to proceed if the same folder that was used for the Export process the last time is was done should be used again; clicking the No Button will return the user to the Public Export selection window. To export to a different folder than the default, the user must use Windows Explorer to create a new folder within WinGAP where the Public Export files will be sent, and then key the path of that new folder into both the Export To and Zip File fields.



Once the Export process begins, the user cannot stop the process as the Cancel Button is disabled on the Public Export window. As the public data files are created, various per cent completed bar graphs will appear and at the conclusion of the process the message "Export Completed" will appear, as seen on the next page.

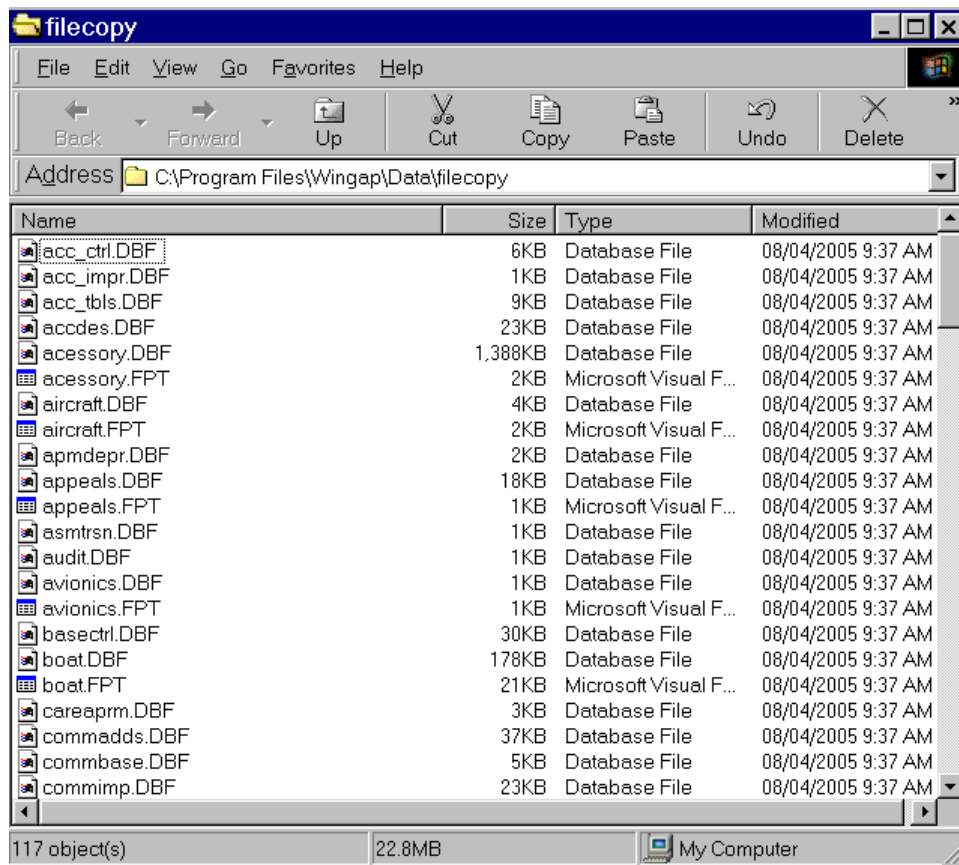
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Clicking on the OK button on the Export Completed button will produce the following message:



If the user desires to copy the public data files to another type of media, such as a CD, the "Yes" button should be clicked to take the user to the Filecopy folder, as shown below. Clicking the "No" button on the Public Export - 100% message will return the user to the main WinGAP screen.

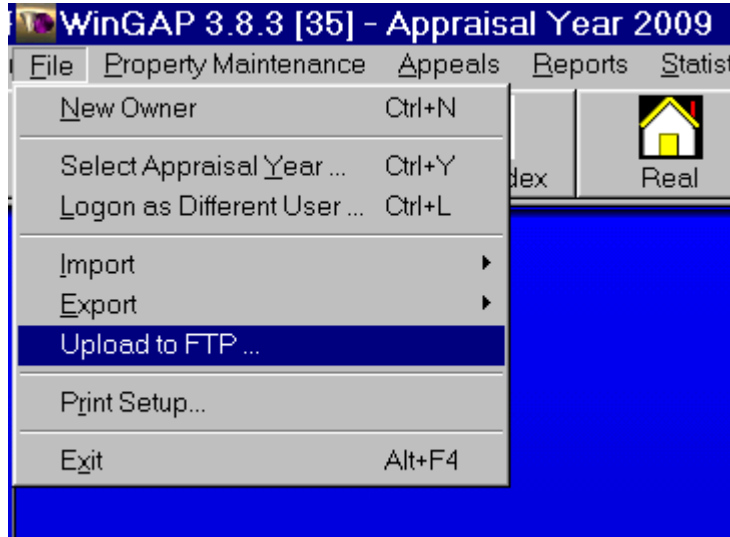


The filecopy.zip public export file, located in this folder, or all the files in the folder, if desired, can now be copied to CD or another type of media. Once this is done, closing the Filecopy folder window will return the user to the main WinGAP screen.

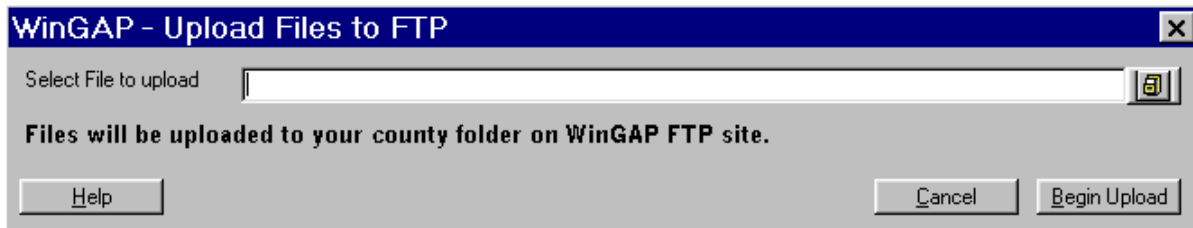
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Upload To FTP

The Upload to FTP option on the File Menu allows the County to easily upload files that are not part of a normal WinGAP export process to the FTP site. This would be done, for instance, when a County is required to send a large file to the WinGAP support team for review or when the County desires to upload the data file that is created as part of the USDA Farm Data Program. This process can be used in lieu of emailing large files.

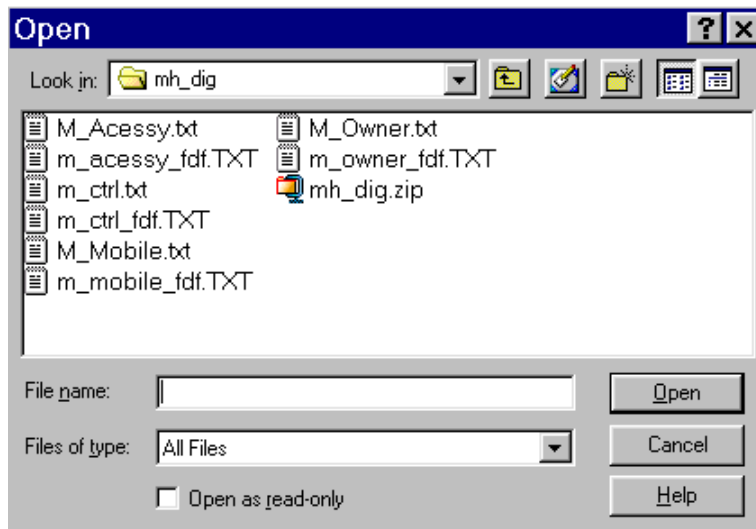


Clicking on the Upload to FTP option on the File Menu produces the Upload Files to FTP form, as seen below.

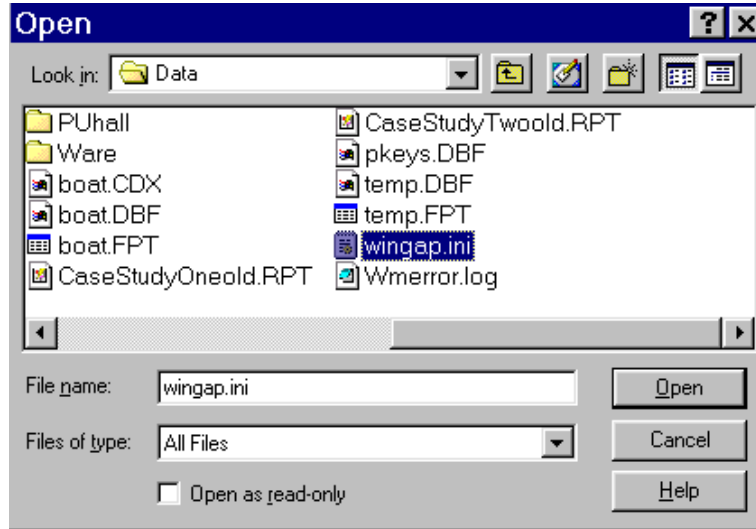


To upload the file(s), the user should click the **Browse**  button to the right of the Select File to upload field. This will produce the Open dialog box, next page, which defaults to the last Folder that was opened with the Upload Files to FTP form.

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If necessary, the user should click in the Look In combo box to select the desired folder, then browse to the file that is to be uploaded, as seen below.



The user should click on the file to select/highlight it and then click the Open button. This will place the file along with its complete path in the upload field, as seen below.



The user should then click the **Begin Upload** button, and the file will be uploaded to that County's folder on the WinGAP FTP site. Various messages will display as the file is uploaded. The user will be informed that the upload was successful, and returned to the Upload Files to FTP form. The "X" in the upper right of the Upload Files to FTP form can be clicked to return to the main WinGAP Screen. After the file is uploaded, the County should call or email the appropriate contact person and inform them that the file has been uploaded.

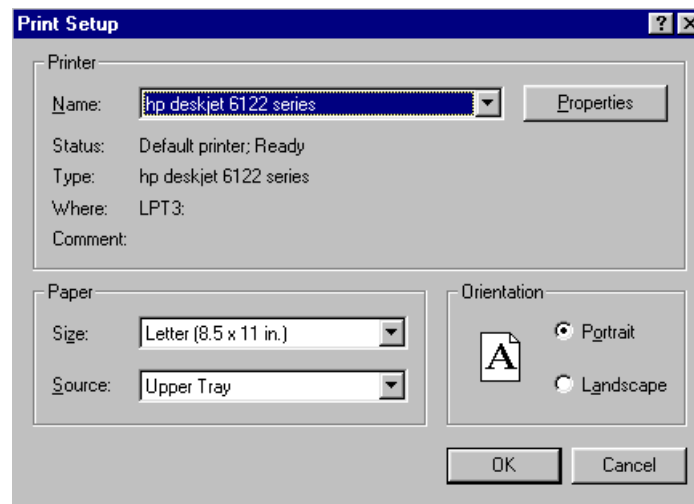
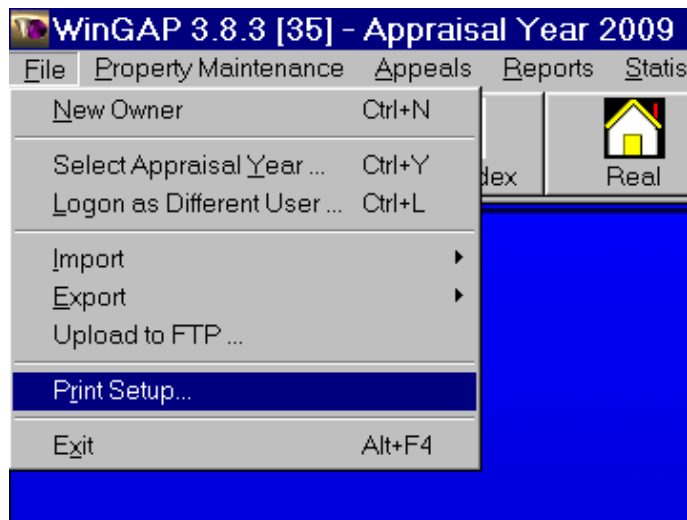
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If the upload is not successful, for instance, the user's Internet connection is not functioning, the user will receive an error message similar to the one below, and the user can try again later to upload the digest files.



Print Setup

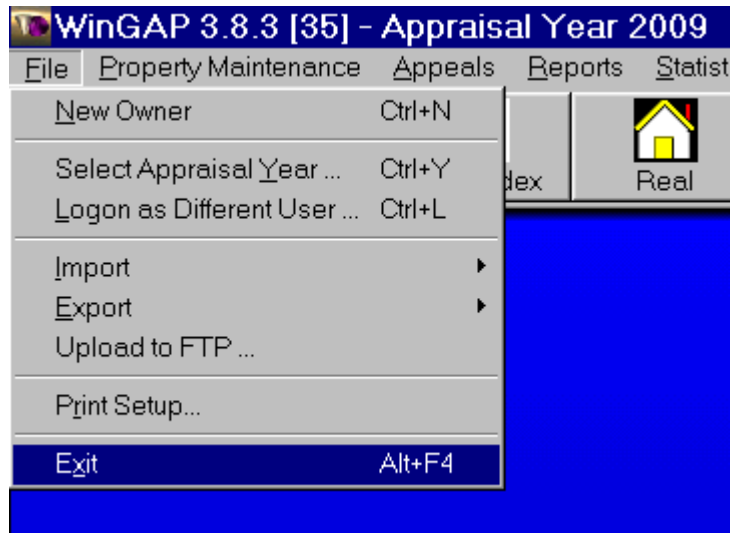
The Print Setup option on the File Menu, below, produces the Windows Print Setup Form, below, where the user can change the properties for the default Windows printer, change the Paper Size, Source, and Orientation, or select another printer, if available, by clicking on the Printer Name combo box.



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Exit

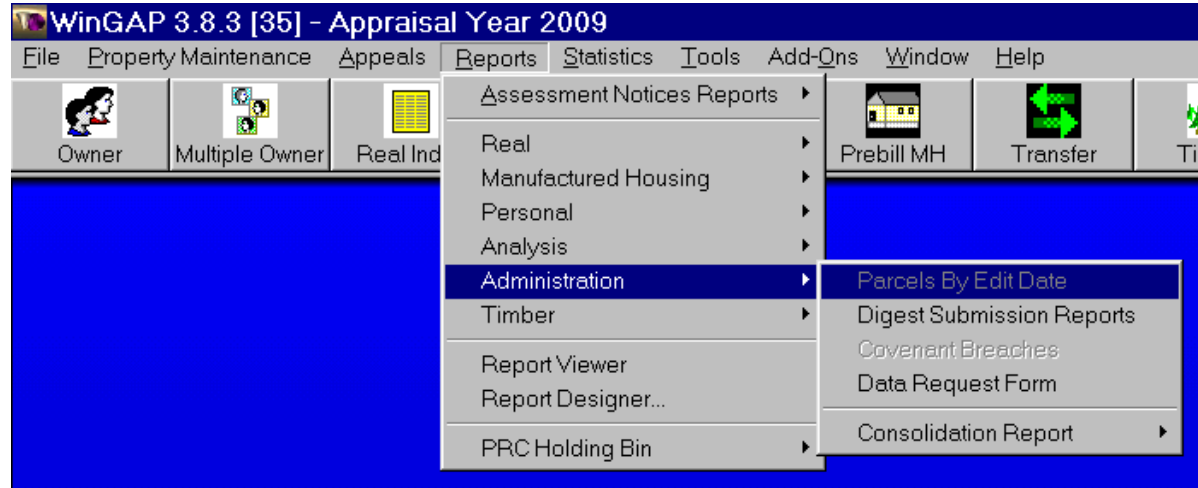
The Exit option on the File Menu, below, allows the user to exit WinGAP. The hot-key combination of Alt-F4 (Function Key F4) will also exit the program, as will clicking the X in the upper right hand corner of the main WinGAP screen.



Reports

Administration

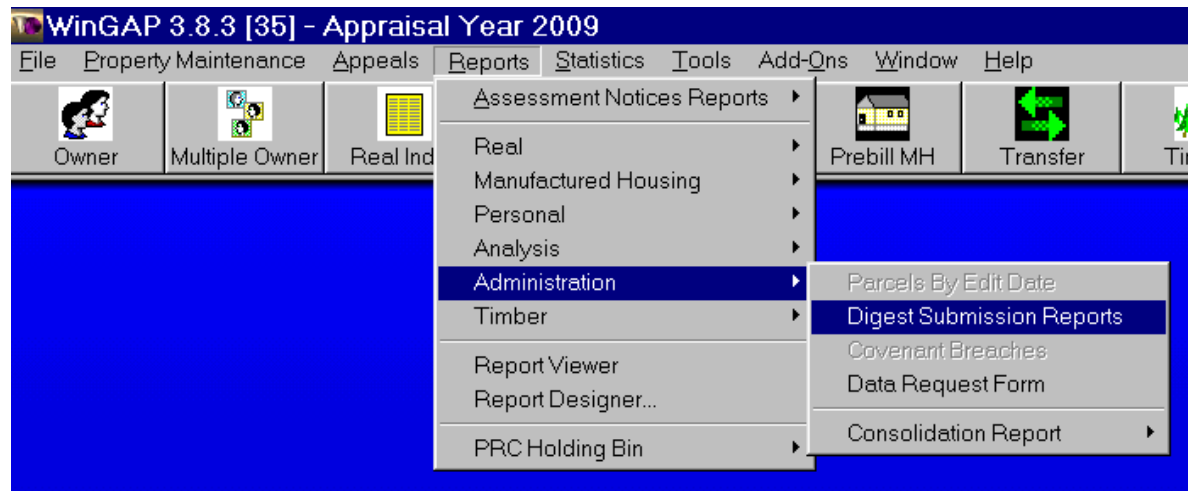
The Administration option on the Reports Menu produces a sub-menu where reports used in the Administration of the Assessors' Office are printed.



- **Parcels by Edit Date**

The first Item on the **Reports >> Administration** sub-menu, **Parcels by Edit Date**, does not function in Version 3.8.3.

- **Digest Submission Reports**

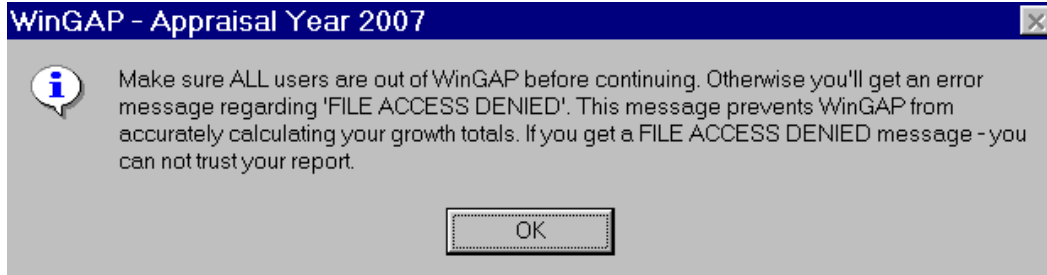


NOTE: When running the Digest Submission Reports, it is no longer necessary to run a separate Growth Calculations routine that determines the amount of inflationary growth for each parcel, found at **Tools >> File Maintenance >> Growth Calculations**, as that routine is now run as part of the Digest Submission Reports process. Also, all users must be out of WinGAP prior to running the Digest Submission Reports.

WinGAP Technical Workshop

IMPORTANT: Before running any Digest Submission reports, the Assessors office should do the following:

- Ensure that all Appeals that have been resolved have been marked as such in the current appraisal year. This applies to appeals from back years as well as current year appeals
- Ensure that every WinGAP user is out of WinGAP when the Digest Submission Reports are run. When the user clicks on the Digest Submission Reports option on the **Reports >> Administration** submenu, the message below will display.



Clicking OK on this message will produce a second message.



Clicking OK on the second message will produce a Print Preview of several reports that are required when submitting the Tax Digest to the Local Government Services Division.

The first set of Digest Submission reports, beginning on the next page, are the **Change of Assessment Lists**. Only parcels with inflationary growth will be printed on the Change of Assessment Lists. The list will be printed only when less than 50% of the parcels have received a change of assessment notice. The percentage is calculated based on the number of parcels with a change of assessment notice compared to the total number of parcels in the county. The report will be broken down into the various digest classifications.

WinGAP Technical Workshop

Below is an example of the **Change of Assessment List for Agricultural Property**.

Preview -

Page 1

Jenkins County Change of Assessment List for Agricultural Property in Tax Year 2007					
PARCEL ID NO.	TAXPAYER NAME	Previous Assessment	Current Assessment	DIFFERENCE	CODE - REASON
Please complete this form showing all real properties changed from the previous year's values. DO NOT include personal property changes, previously unreturned real and personal property, divisions of property (splits), consolidations of property or transfers of ownership. SORT LIST BY PARCEL ID NO.					
001026	THOMAS NELL M	143,421	140,071	-3,350	RE - Re-Evaluation
001027	GRIFFIN WILLIE & ALMA	29,729	20,073	-9,656	RE - Re-Evaluation
001030	PRESIDENT CARRIE BELL EST	11,008	9,796	-1,212	RE - Re-Evaluation
001031	JOHNSON NARTHURENE	39,222	36,457	-2,865	RE - Re-Evaluation
002004	FRYE L B JR	42,444	33,900	-8,514	RE - Re-Evaluation
002014	COLLINS JOHN R	38,998	36,172	-2,826	RE - Re-Evaluation
002017	DRAKE DEAN M	37,400	23,344	-14,056	RE - Re-Evaluation
002018	WAMPLER WARS	51,186	33,570	-17,616	RE - Re-Evaluation
003001	BLACK F A SR	33,915	32,531	-1,384	RE - Re-Evaluation
003004	KNOX D L	245,807	230,469	-15,338	RE - Re-Evaluation
003005	KNOX D L	252,314	235,408	-16,906	RE - Re-Evaluation
003010	BIRDSVILLE FARMS	154,804	143,168	-11,636	RE - Re-Evaluation
003011	BIRDSVILLE FARMS	66,132	44,816	-21,316	RE - Re-Evaluation
003014	TILLMAN SAMUEL P MD	147,810	134,140	-13,670	RE - Re-Evaluation
004001	THOMAS NELL M	227,900	222,540	-5,360	RE - Re-Evaluation
004004	SHUMAKE JOHANN	41,828	35,498	-6,330	RE - Re-Evaluation

There may be more than one page to the Change of Assessment List for Agricultural Property. The last page of this list will display summary values, as shown below.

Preview -

Page 20

Jenkins County Change of Assessment List for Agricultural Property in Tax Year 2007					
PARCEL ID NO.	TAXPAYER NAME	Previous Assessment	Current Assessment	DIFFERENCE	CODE - REASON
Please complete this form showing all real properties changed from the previous year's values. DO NOT include personal property changes, previously unreturned real and personal property, divisions of property (splits), consolidations of property or transfers of ownership. SORT LIST BY PARCEL ID NO.					
426001	GRIFFIN GREGORY J	30,202	22,962	-7,240	RE - Re-Evaluation
TOTAL		18,000,586	15,065,422	2,935,164	
Date		Signature, Chairman Board of Tax Assessors			

WinGAP Technical Workshop

The next Digest Submission Report is the **Change of Assessment List for Commercial Property**, an example of which is shown below. There may be more than one page to the Change of Assessment List for Commercial Property. If so, the last page of this list will display summary values in a manner similar to the Change of Assessment List for Agricultural Property.

Preview - Page 21

Jenkins County Change of Assessment List for Commercial Property in Tax Year 2007					
PARCEL ID NO.	TAXPAYER NAME	Previous Assessment	Current Assessment	DIFFERENCE	CODE - REASON
Please complete this form showing all real properties changed from the previous year's values. DO NOT include personal property changes, previously unreturned real and personal property, divisions of property (splits), consolidations of property or transfers of ownership. SORT LIST BY PARCEL ID NO.					
015290	HOOKS JOEL M &	61,285	36,394	-24,891	RE - Re-Evaluation
017069	JEFF HENRY JR	32,501	26,461	-6,040	RE - Re-Evaluation
018006	BENNETT JAMES D JR	9,042	7,429	-1,613	RE - Re-Evaluation
024071	FAIRCLOTH DANIEL T	11,303	6,905	-4,398	RE - Re-Evaluation
M09024	CLUBKIDS OF MILLEN	24,455	14,809	-9,646	RE - Re-Evaluation
M09041	RACKLEY R HUNTER	26,330	22,679	-3,652	RE - Re-Evaluation
M14005	CAMPO MODESTO L	20,169	12,008	-8,162	RE - Re-Evaluation
M14007	FULCHER ROBERT JR MRS	24,298	14,673	-9,625	RE - Re-Evaluation
M14032B001	DWIGHT SHIRLEY H	60,326	34,029	-26,298	RE - Re-Evaluation
M22041	HOLLEY ROOSEVELT	16,777	9,676	-7,101	RE - Re-Evaluation
TOTAL		286,465	155,049	-131,416	

Date _____ Signature, Chairman Board of Tax Assessors _____

The next Digest Submission Report is the **Change of Assessment List for Industrial Property**, an example of which is shown below. There may be more than one page to the Change of Assessment List for Commercial Property. If so, the last page of this list will display summary values in a manner similar to the Change of Assessment List for Agricultural Property.

Preview - Page 22

Jenkins County Change of Assessment List for Industrial Property in Tax Year 2007					
PARCEL ID NO.	TAXPAYER NAME	Previous Assessment	Current Assessment	DIFFERENCE	CODE - REASON
Please complete this form showing all real properties changed from the previous year's values. DO NOT include personal property changes, previously unreturned real and personal property, divisions of property (splits), consolidations of property or transfers of ownership. SORT LIST BY PARCEL ID NO.					
023051	QUINLAN JOHN H	42,608	41,360	-1,248	RE - Re-Evaluation
TOTAL		42,608	41,360	-1,248	

Date _____ Signature, Chairman Board of Tax Assessors _____

WinGAP Technical Workshop

The next Digest Submission Report is the **Change of Assessment List for Preferential Property**, as shown below. There may be more than one page to the Change of Assessment List for Preferential Property. If so, the last page of this list will display summary values in a manner similar to the Change of Assessment List for Agricultural Property.

Preview - Page 23

Jenkins County Change of Assessment List for Preferential Property in Tax Year 2007					
PARCEL ID NO.	TAXPAYER NAME	Previous Assessment	Current Assessment	DIFFERENCE	CODE - REASON
Please complete this form showing all real properties changed from the previous year's values. DO NOT include personal property changes, previously unreturned real and personal property, divisions of property (splits), consolidations of property or transfers of ownership. SORT LIST BY PARCEL ID NO.					
001001	JOHNSON DEBORAH C	86,390	8,270	-80,120	RV - County Wide Re-Evaluation
003016	ROLLER WILBERT JR &	117,005	115,793	-1,212	RE - Re-Evaluation
004005	ANDREWS JAMES M	34,132	29,948	-4,184	RE - Re-Evaluation
004006	BLACK VIRGIL H	195,898	171,861	-24,037	RE - Re-Evaluation
004030	BRINSON BUCK SR	129,686	102,220	-27,466	RE - Re-Evaluation
005096	LANE QUINLEY A SR	14,731	14,621	-100	RE - Re-Evaluation
005141	SMITH W JR & CARLYLE	59,807	59,378	-429	RE - Re-Evaluation
006001	ALLEN JEREMY CARTER JR	92,325	74,892	-17,433	RE - Re-Evaluation
006002	WHITEHEAD C L MRS EST	35,040	30,444	-4,596	RE - Re-Evaluation
006009	LANE NELLIE JEAN	84,918	72,686	-12,232	RE - Re-Evaluation
006010	LANE RUBY G	49,970	37,168	-12,802	RE - Re-Evaluation
006011	LANE EMORY L SR	49,654	36,030	-13,624	RE - Re-Evaluation
006040	CANADY IRA & TOMMIE	27,920	26,354	-1,566	RE - Re-Evaluation
006046	BOATRIGHT HAROLD D ETAL	54,861	46,056	-8,805	RE - Re-Evaluation
006057	CANADY IRA & TOMMIE	39,126	42,604	16,522	RE - Re-Evaluation
006061	GAY DOROTHY MATHIS ETAL	28,401	18,796	-9,605	RE - Re-Evaluation
007005	FOREHAND WILLIAM TERRENCE	32,949	28,126	-4,823	RE - Re-Evaluation
007014	GAY J B & SON	81,358	74,904	-6,454	RE - Re-Evaluation

The next Digest Submission Report is the **Change of Assessment List for Residential Property**, as shown on the next page. There may be more than one page to the Change of Assessment List for Residential Property. If so, the last page of this list will display summary values in a manner similar to the Change of Assessment List for Agricultural Property.

WinGAP Technical Workshop

Preview -

Page 29

Jenkins County Change of Assessment List for Residential Property in Tax Year 2007					
PARCEL ID NO.	TAXPAYER NAME	Previous Assessment	Current Assessment	DIFFERENCE	CODE - REASON
Please complete this form showing all real properties changed from the previous year's values. DO NOT include personal property changes, previously unreturned real and personal property, divisions of property (splits), consolidations of property or transfers of ownership. SORT LIST BY PARCEL ID NO.					
001011	STOVER WILLIAM H MRS	16,716	9,912	-6,804	RE - Re-Evaluation
001012	STOVER WILLIAM H MRS	25,032	1,302	-23,730	RE - Re-Evaluation
001013	AJ'S CONVENIENCE STORE	15,834	15,145	-689	RE - Re-Evaluation
001019	BEASLEY SARAH M	11,326	8,601	-2,925	RE - Re-Evaluation
001020	HANNAH JOHN & MARTHA	39,354	24,900	-14,634	RE - Re-Evaluation
001035	DAILEY EULIE	27,622	17,252	-10,370	RE - Re-Evaluation
001037	SHACKELFORD LEROY	27,684	20,230	-7,454	RE - Re-Evaluation
001038	SMITH WOODROW WILSON &	41,102	25,712	-15,390	RE - Re-Evaluation
001A001	HAMMONDS JENNIFER S	6,275	4,690	-1,615	RE - Re-Evaluation
001A002	HURST C LINDY II	8,700	5,868	-2,862	RE - Re-Evaluation
001A003	DUBOSE LAURENCE &	2,895	2,390	-505	RE - Re-Evaluation
001A005	DUKES PATRICIA & CURTIS	8,404	5,344	-3,060	RE - Re-Evaluation
001A006	MUNNERLY FRANCES &	3,935	2,960	-975	RE - Re-Evaluation
001A007	LITTLE JESSE LLOYD	7,944	5,502	-2,442	RE - Re-Evaluation
001A008	LAWSON GRAHAM & HARRIETT	25,030	15,236	-9,794	RE - Re-Evaluation
001A011	CATO CATHERINE J	25,268	15,270	-10,098	RE - Re-Evaluation
001A013	FRYE LBJR ETAL	6,075	4,440	-1,635	RE - Re-Evaluation
001A014	GARRETT ASA	14,825	9,482	-5,343	RE - Re-Evaluation
001A015	DOUGLAS ROGER & GAIL	17,597	11,332	-6,265	RE - Re-Evaluation

The next Digest Submission Report is the **Change of Assessment List for Conservation Use Property**, as shown below. There may be more than one page to the Change of Assessment List for Conservation Use Property. If so, the last page of this list will display summary values in a manner similar to the Change of Assessment List for Agricultural Property.

Preview -

Page 144

Jenkins County Change of Assessment List for Conservation Use Property in Tax Year 2007					
PARCEL ID NO.	TAXPAYER NAME	Previous Assessment	Current Assessment	DIFFERENCE	CODE - REASON
Please complete this form showing all real properties changed from the previous year's values. DO NOT include personal property changes, previously unreturned real and personal property, divisions of property (splits), consolidations of property or transfers of ownership. SORT LIST BY PARCEL ID NO.					
022091	DOUGLAS J C	15,074	11,426	-3,648	RE - Re-Evaluation
022097	THOMPSON GAILYN &	114,873	96,953	-17,920	RE - Re-Evaluation
TOTAL		129,947	78,379	51,568	

Date

Signature, Chairman Board of Tax Assessors

WinGAP Technical Workshop

The next Digest Submission Report is the **Pending Appeals for Public Utilities**, as shown below. This is a blank report that must be completed by the Appraiser.

[illegible]

The next Digest Submission Report is the **Pending Appeals - Other Than Public Utilities**, as shown below. Any appeals that are not settled regardless of the appeal year will be printed. Appeals with a status of Active, 21-Day, BOE, BOE Final, Arbitration or Superior Court will be printed.

Preview -

Page 146

Jenkins County Pending Appeals - Other Than Public Utilities For Tax Year 2007

This form is to be completed listing those appeals, other than public utility appeals, pending at the time of digest submission.

Date(s) Change Of Assessment Notices Mailed >>>>>						
Taxpayer Name	Property Type	Parcel ID NO.	Tax Year Of Appeal	40% Assessment By Tax Assessors	40% Taxpayer's Return Value	40% Value In Dispute
AMBON BLANCHE I	WH	001.002	2004	14,925	0	14,925
ADAMS BENJAMIN & HARRIET	WH	100.100	2006	13,894	10,000	3,894
ALLEN APRIL	WH	001.002	2004	14,925	9,000	6,925
ALLEN LARRY	WH	008.001	2004	6,175	0	6,175
BENNETT JAMES M	Personal		2002	400	0	0
BRANNEN MELISSA ANN	Real	001.015	2007	19,165	19,165	0
Brown Geraldine R	WH		2003	9,000	0	9,000
CLAYTON DANNY J	Personal		2002	140	0	0
Graham Wallace C	WH		2003	7,200	6,800	400
HANNIGH JOHN F	Personal		2002	0	1,200	200
OGLESBY DONALD M	Real	001.002	2006	804	494	320
OGLESBY DONALD M	Real	001.002	2006	804	494	320
PRICESALLY JO	Real	001.004	2002	690	690	0
PRICESALLY JO	Real	001.004	2002	690	690	0
PRICESALLY JO	Real	001.004	2002	690	690	0
PRICESALLY JO	Real	001.004	2002	690	690	0
PRICESALLY JO	Real	001.004	2002	690	690	0
ROSSER GORDON	Real	029.024	2002	0	11,821	0

WinGAP Technical Workshop

The next Digest Submission Report is the [Special School Exemption listing](#), as shown below. This list will include all S3 and S4 exemptions. If local exemption codes include Special School Exemption, the local exemptions should be flagged as School Exemptions on the Homestead Table (Tools >> Schedules / Tables >> Homesteads).

Preview - Page 148

Jenkins County Special School Exemption Listing 2007					
Name	Social Security #	Social Security #2	Parcel ID NO.	Exempt Code	Application Date
ADAMS VANCY	--	--	M18.089	S3	1/1
GRIFIN DORIS MAE	--	--	M18.090	S3	1/1
JACKSON VIRGINIA	--	--	M24.012	S3	1/1
MYERS LEON MRS	--	--	011.070	S3	1/1
NEELY RONALD	--	--	029.060	S3	02/18/1998
ALSOBROOKS BARBARA W &	--	--	015.226	S4	05/22/2002
AYCOCK JESSE M EST	--	--	018.059	S4	1/1
BARTON DOROTHY C	--	--	027.015	S4	1/1
BASSETT CURTIS MRS	--	--	000.014	S4	1/1
BECKTON JAMES & JEWEL	--	--	M18.089	S4	05/22/2002
BECKTON RALPH	--	--	027.090	S4	05/29/2002
BELL MILDRED	--	--	028.062	S4	1/1
BOWMAN BRIGHT CORIENE	--	--	007.020	S4	1/1
BOWWELL JAMES P	--	--	M11.080	S4	1/1
BRADY M M ELWOOD W	--	--	015.010	S4	1/1
BRADY ROBERT & MARY B	--	--	M20.080	S4	1/1
BRAGG AMANDA	--	--	M01.090	S4	1/1
BROWN SALLIE P	--	--	012.020	S4	1/1
BROWN WALTER H MRS	--	--	M00.027	S4	1/1
BURKE MARNEY LEE	--	--	M02.054	S4	1/1
BURKE CATHERINE J ETAL	--	--	M07.017	S4	1/1
BURKE LOUISE	--	--	M05.030	S4	1/1
BURKE RUBY	--	--	M12.116	S4	1/1
CATO ALLEN E MRS	--	--	M01.050	S4	08/28/1998
CLARKE LANEY	--	--	005.032	S4	1/1
CLARKE LANEY	--	--	005.032	S4	1/1
CLIFTON PAULINE	--	--	018.090	S4	1/1
CONEY ELMAH	--	--	015.134	S4	1/1
CONEY EMMA	--	--	M05.101	S4	01/19/1999
DAILEY AZZIE JR	--	--	020.167	S4	1/1
EDWARDS CHARLIE & MARTHA	--	--	M10.090	S4	1/1
FRANKLEY ALFRED	--	--	M14.013	S4	01/00/2001
GAY MARIE A D T	--	--	017.048	S4	1/1
GONIFF FLORA MRS	--	--	028.021	S4	1/1

There may be several pages of the Special School Exemption Listing, and the last page, showing the Total Number of Exemptions, is shown below.

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Jenkins County Special School Exemption Listing 2007					
Name	Social Security #	Social Security #2	Parcel ID NO.	Exempt Code	Application Date
SHERBOO MINNIE B	--	--	M08.102	S4	05/22/2002
SUTTON DORIS J	--	--	016.032	S4	01/12/2000
TARVER HATTIE MAE	--	--	M22.067	S4	01/01/2001
THOMAS CORINE	--	--	011.082	S4	1/1
TOOLE MOSES SR	--	--	M17.019	S4	1/1
TURNER RUTH S	--	--	012.019A	S4	1/1
WATKINS EVELYN &	--	--	M22.060	S4	1/1
WAVE EUGENE & JUANITA	--	--	M08.110	S4	1/1
WIGGINS OLLIE	--	--	010.170	S4	1/1
WILLIAMS GUSSIE MAE	--	--	M25.007	S4	01/00/1999
WILLIAMS SARAH W	--	--	018.021	S4	1/1
WILLIAMS SALLIE C	--	--	017.084	S4	1/1
WRIGHT BESSIE MAE	--	--	M10.097	S4	1/1
YOUNG EUGENE & ROSA	--	--	M22.029C	S4	1/1

Number of Exemptions 84

WinGAP Technical Workshop

The next Digest Submission Report is the [List of Conservation Use Covenants Entered Into During Tax Year](#), shown below.

Preview -

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LIST OF CONSERVATION USE COVENANTS ENTERED INTO DURING TAX YEAR

COUNTY Jenkins DIGEST YEAR 2007

PERSONS HAVING BENEFICIAL INTEREST	ACRES	MAP/PARCEL NO.	PERSONS HAVING BENEFICIAL INTEREST	ACRES	MAP/PARCEL NO.
HERNDON FARM PARTNERSHIP		154.000011018			

Date _____ Signature, Chairman Board of Tax Assessors _____

The next Digest Submission Report is the [Inflationary Growth by Tax District Report](#), shown below.

Preview -

Page 152

Jenkins County Inflationary Growth By Tax District For Tax Year 2007

Tax District #	Description	Parcels in Tax Dist with Infl Growth	Inflationary Growth - 100%	Inflationary Growth - 40%	Exemption Reassessment - 40%
01	UNINCORPORATED	29	-29,127,832	-11,651,053	0
02	INCORPORATED	0	-17,699,513	-7,075,909	0
		Total Parcels in County w/Infl Growth	Infl Growth - 100% All Districts	Infl Growth - 40% All Districts	Exemption Reasmt - 40% All Districts
		29	-46,817,143	-18,726,953	0

WinGAP Technical Workshop

The next to last Digest Submission Report is the [Change of Assessment Reasons Report](#), shown below.

Preview - Page 122

12/05/2005

Change of Assessment Reasons

Reason Description	Reason Code	Property Type	COA Type
TAXABLE TO EXEMPT	TE	Real	Real
IMPROVEMENT CHANGES	IC	Real	Real
ACREAGE CHANGES	AC	Real	Real
RE-EVALUATION	RE	Real	Informational
ACCESSORY BUILDING CHANGES	AB	Real	Real
IMPROVEMENT DELETIONS	ID	Real	Real
ACCESSORY BUILDING DELETIONS	AD	Real	Real
COUNTY WIDE RE-EVALUATION	RV	Real	Informational
UP-DATED CONDITION	UC	Real	Informational
LAND USE CHANGES	LU	Real	Informational
SPLIT	SP	Real	Real
NEW PARCEL	NP	Real	Real
LAND RE-EVALUATION	LR	Real	Informational
APPEAL	AP	Real	Real
JET SKI	11	Personal	Real
TAXPAYER RETURN	01	Real	Real
NEW ACCOUNT	02	Personal	Real
RETURN BY TAX ASSESSORS	03	Personal	Real
AUDIT CHANGED VALUE	04	Personal	Real
VALUE CHANGED BY ASSESSOR	05	Personal	Real
LESS THAN \$500	06	Personal	Real
IRRIGATION SYSTEM	09	Personal	Real
Operating Utility	OU	Real	Real
HOMESTEAD	HS	Real	Real
OWNERSHIP CHANGE	NO	Real	Real
VALUE BY ASSESSOR	10	Personal	Real
Ownership Change	NO	Personal	Real

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The final Digest Submission Report is the [Accounts with P6 > \\$100,000](#) report, shown below.

Preview - Page 13

01/01/2009

Accounts with P6 > \$100,000

Account#	Map ID	P6 Value (100%)	P6 Value excess of 100,K
10919	J53 00 099	168,848	68,848
Total of Excess			68,848

13

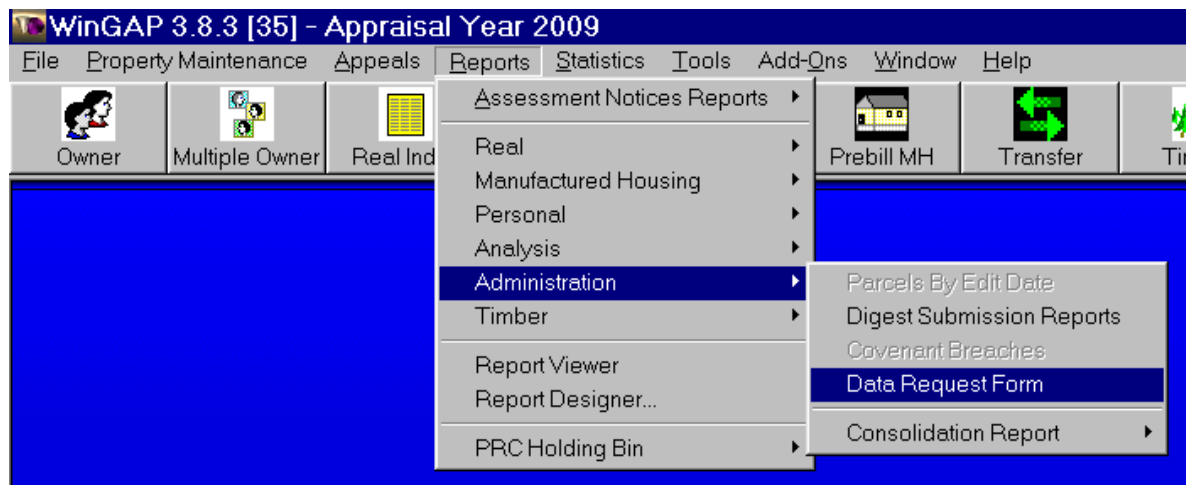
WinGAP Technical Workshop

- **Covenant Breaches**



The Covenant Breaches report on the Reports >> Administration submenu does not function in Version 3.8.3.

- **Data Request Form**



The Data Request Form option on the Administration sub-menu allows the County to print a form, shown on the next page, to be used by those individuals requesting data or reports from the Assessors Office. The report is designed to standardize requests and make the creation of the data files/reports easier for the Assessors Office.

WinGAP Technical Workshop

WinGAP Data Request Form

What information do you want? _____

In what order would you like this information sorted? _____

What format would you like to receive this data?

☐ Fixed Length ASCII Text

☐ Delimited ASCII Text
 What character delimiter would you like? (comma is default) _____

☐ Excel

☐ FoxPro Table

☐ Printed Report

How would you like to receive this data?

☐ Email Your email addr > _____

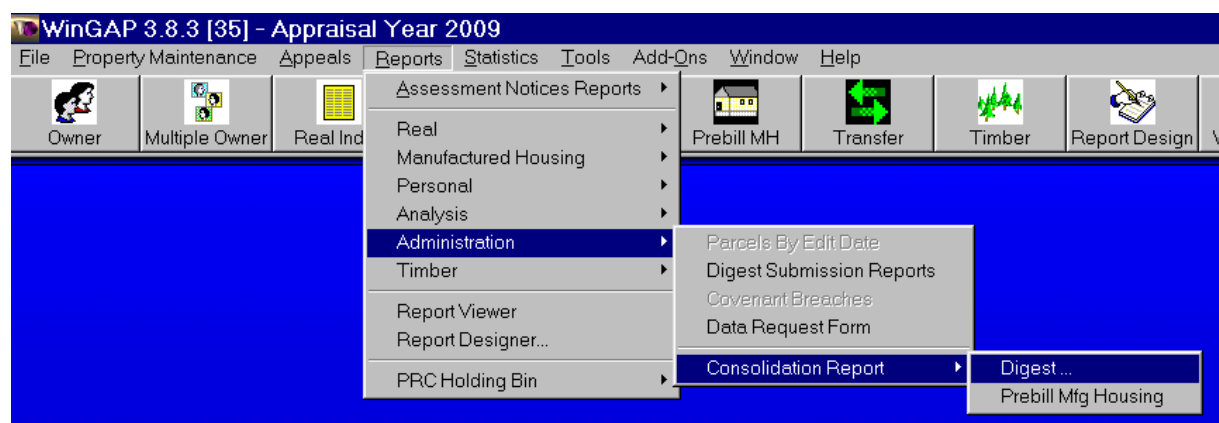
☐ US Postal Your mailing addr > _____

☐ FTP Upload
 What is the address of your FTP _____
 What is the userid to login to your ftp site to _____
 What is the password to login to your ftp _____

This form was generated from WinGAP by Gap Group Inc.

- Consolidation Report**

Clicking on the Consolidation Report option produces a sub-menu of two options, the Digest consolidation report, and the Prebill Mfg Housing consolidation report, as seen below.



Digest consolidation report: The Digest consolidation report is a tool that will provide the user with information concerning the counts and total assessments (40% values) of the digest class and strat combinations. **The Digest Consolidation Report is not the official consolidation report which is produced by the Tax Commissioner.** The primary function of this report is to provide the user with

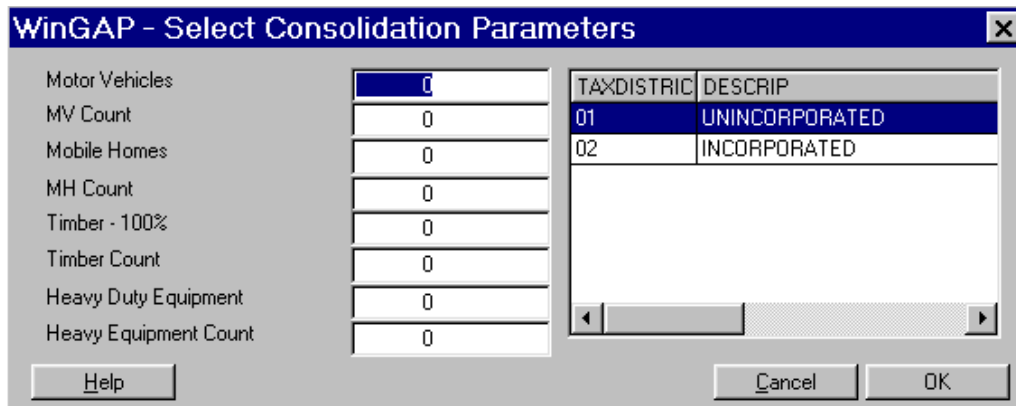
WinGAP Technical Workshop

summary information concerning the appraisals that have been made throughout the county. The user should compare the results of this report to those of previously printed reports such as last year's report, a report prior to a schedule modification, etc., in an effort to locate grievous errors. Examples of such errors are:

- ❑ errant data entry resulting in a property component being grossly overvalued. This might result in a single residential improvement being valued at 100,000,000. A comparison of the R1's would allow the user to identify that an error had been made
- ❑ errant data entry on schedule values. Instead of keying a land value of 2000 per acre for a rural land class, a value of 2.00 per acre was keyed. A comparison of the A5 values should bring this to the user's attention.
- ❑ Improperly keying Freeport inventory or not updating the Return Date could result in the value of the CP + IP class/strat combination being zero or extremely low. A comparison of these class/strats with last year's would quickly show that an error had been made.

To print the Digest consolidation report, the user should select the Digest option on the **Reports >> Administration >> Consolidation** submenu, which will produce the Select Consolidation Parameters Form, below.

NOTE: If the user receives a message concerning missing Visual FoxPro libraries, a DOR Technical Support agent should be contacted. Do not proceed with the printing of the Consolidation Report!!!)



The dialog box titled "WinGAP - Select Consolidation Parameters" contains a list of property components on the left and a table of tax districts on the right.

Motor Vehicles	0
MV Count	0
Mobile Homes	0
MH Count	0
Timber - 100%	0
Timber Count	0
Heavy Duty Equipment	0
Heavy Equipment Count	0

TAXDISTRICT	DESCRIP
01	UNINCORPORATED
02	INCORPORATED

Buttons: Help, Cancel, OK

The 40% Values and Counts (total number of) for Motor Vehicles, Mobile Homes, Timber (100% Values), and Heavy Duty Equipment should be entered. **Note:** It is not imperative that the values and counts on the left of the screen be entered before running a consolidation report.

A Consolidation Report can be printed for each Tax District in the County by clicking on that item in the Tax District list box, and then Ok.

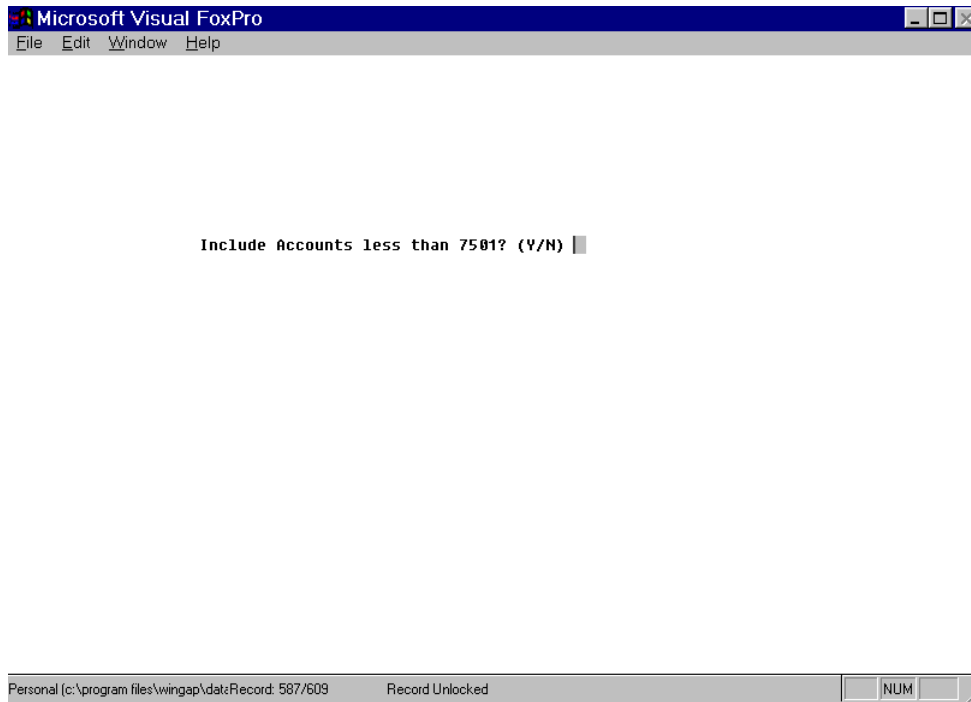
A Consolidation Report for all Tax Districts can be printed by clicking on the Tax District at the top of the list box, holding the Shift Key down, clicking on the last Tax District, and then clicking Ok.

A Consolidation Report for selected Tax Districts can be printed by clicking on the first Tax District, holding the Ctrl Key down, clicking on the next Tax District (and so on), and then clicking Ok.

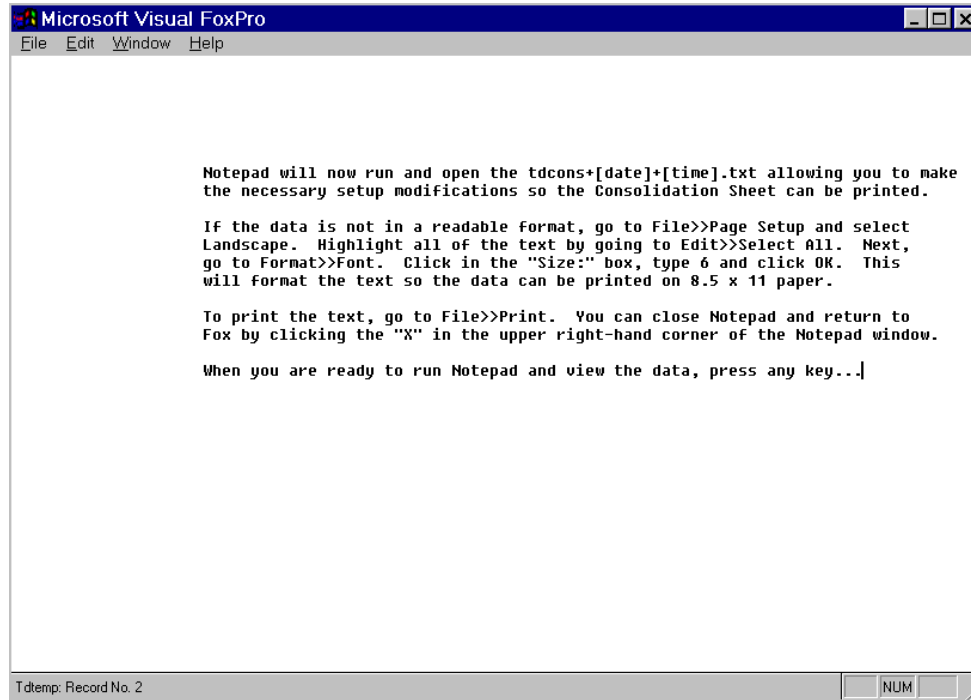
NOTE: After a consolidation report is printed, it is advisable to click **Cancel**, return to the menu and then access the **Digest Consolidation Report** option again. This clears the system for the next report.

Once the OK Button is clicked to begin the creation of the Consolidation Report, a Foxpro screen will appear and various messages will display on the screen. The user will then be asked about including Personal Property Accounts less than \$7501, as seen on the next page.

WinGAP Technical Workshop



If accounts under \$7501 should be included, a "Y" should be keyed, and the Enter key pressed; if not, a "N" should be keyed, then Enter pressed. A preview screen will then appear, as shown below, with instructions for the user.



As the instructions indicate, the Consolidation Report will Preview and Print using the Windows Notepad program. If the report data is not in a readable format, these instructions covering changing the Page Orientation to Landscape and the Font to 6 should be followed. Pressing any key on the above screen will produce the Consolidation Report, as shown on the next page.

WinGAP Technical Workshop

cr_06-26-2007_05-21-01.txt - Notepad

File Edit Format View Help

05:21:01

TAX DISTRICT: 01 Parcel Count: 2984

RESIDENTIAL				COMMERCIAL			
CODE	COUNT	ACRES	40% VALUE	CODE	COUNT	ACRES	40% VALUE
R1	2,986		4,568,731	C1	88		2,739,171
R3	164	12,120.12	2,054,842	C3	4	0.00	12,432
R4	1,503	7,375.58	*, ***, ***	C4	24	44.57	47,804
R5	2	156.00	22,640	C5	2	227.83	230,480
R6	0		0	C9	0	0.00	0
R9	5	0.00	3,480	CA	2		106,009
RA	2		340,794	CB	7		12,472
RB	11		89,031	CF	20		317,755
RF	6		102,724	CI	9		2,307,335
RI	3		149,316	CP	2		833
RZ	0		0	CZ	0		0
TRANSITIONAL				INDUSTRIAL			
CODE	COUNT	ACRES	40% VALUE	CODE	COUNT	ACRES	40% VALUE
T1	2		41,714	I1	172		1,887,164
T3	1	2.00	7,494,400	I3	0	0.00	0
T4	0	0.00	0	I4	7	60.36	40,922
HISTORICAL				UTILITY			
CODE	COUNT	ACRES	40% VALUE	CODE	COUNT	ACRES	40% VALUE
H1	0		0	I9	73	1,509.56	1,961,040
H3	0	0.00	0	IA	0	0.00	2,540
AGRICULTURAL				EXEMPT PROPERTY			
CODE	COUNT	ACRES	40% VALUE	CODE	COUNT	ACRES	40% VALUE
A1	1,404		2,450,786	II	8		4,718,180
A3	2	621.89	164,840	IP	0		3,642,391
A4	32	506.89	1,408,639,568	IZ	0		0
A5	832	125,394.64	98,610,599	CONSERVATION USE			
A6	27		203,288	CODE	COUNT	ACRES	40% VALUE
A9	0	0.00	0	U1	0		0
AA	3		81,848	U2	22		10,016,062
AB	14		30,453	U3	2	0.00	2,280
AF	50		460,724	U4	0	0.00	0
AI	3		4,200	U5	0	0.00	0
AZ	2		178,640	U9	0	0.00	0
PREFERENTIAL				BROWNFIELD			
CODE	COUNT	ACRES	40% VALUE	CODE	COUNT	ACRES	40% VALUE
P3	1	353.75	241,400	B1	0		0
P4	17	213.18	225,367,800	B3	0	0.00	0
P5	219	38,077.37	32,101,284	B4	0	0.00	0
P6	197		362,196	B5	0	0.00	0
P9	0	0.00	0	ENVIRONMENTALLY SENSITIVE			
CONSERVATION USE				CODE	COUNT	ACRES	40% VALUE
CODE	COUNT	ACRES	40% VALUE	W3	0	0.00	0
V3	4	3.38	12,120	W4	0	0.00	0
V4	6	89.75	165,239,160	W5	2	465.00	263,560
V5	18	2,304.50	1,373,418				
V6	57		72,632				
ENVIRONMENTALLY SENSITIVE							
CODE	COUNT	ACRES	40% VALUE				
W3	0	0.00	0				
W4	0	0.00	0				
W5	2	465.00	263,560				

TOT: 195 328,502,184

Ln 1, Col 1

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The last page will contain the Summary Values for the Consolidation Report.

cr_06-26-2007_05-21-01.txt - Notepad

File Edit Format View Help

06/26/2007
05:21:01

TOWNS COUNTY

Pg 2

TAX DISTRICT: 01

Parcel Count: 2984

HOMESTEAD AND		PROPERTY EXEMPTIONS		
CODE	COUNT	STATE	COUNTY M&O	SCHOOL M&O
S1	643	1,262,946	1,262,946	1,262,946
SC	2	7,979,112	4,000	4,000
S3	7	13,589	13,589	39,408
S4	58	70,172,473	206,926	373,262
S5	3	108,089	108,089	108,089
SD	2	162,041	100,000	100,000
SE	1	50,000	50,000	50,000
SE	0	0	0	0
SG	0	0	0	0
S6	0	0	0	0
S8	0	0	0	0
S9	0	0	0	0
SF	4	11,453	11,453	11,453
SP	0	0	0	0
SA	74	30,067,909	30,067,909	30,067,909
SH	0	0	0	0
ST	1	7,492,380	7,492,380	7,492,380
SV	4	1,028,308	1,028,308	1,028,308
SW	0	263,560	263,560	263,560
SB	0	0	0	0
TOT:	799	118,611,860	40,609,160	40,801,315

SUMMARY

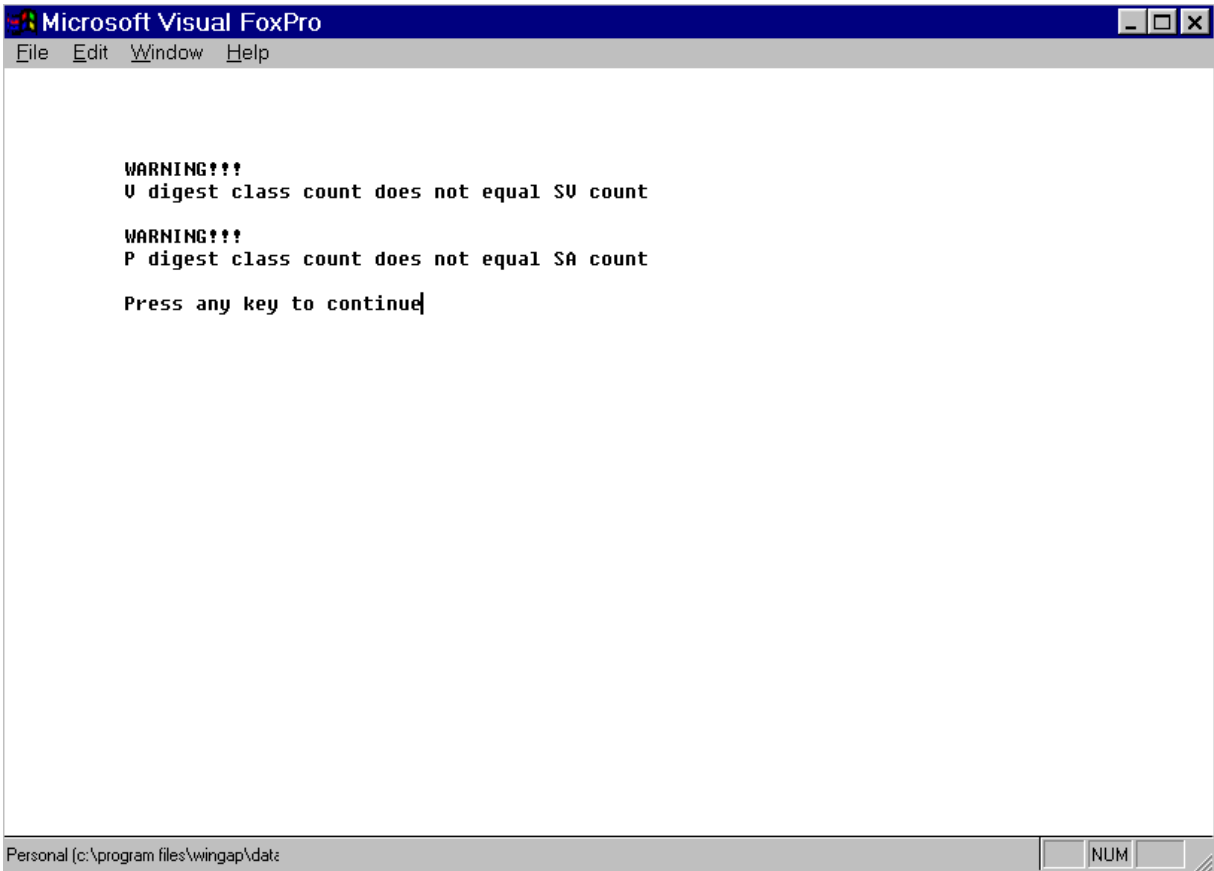
GROUP	COUNT	ACRES	40% VALUE
Residential	4,682	19,651.70	12,019,163,741
Residen Transitional	3	2.00	7,536,114
Historic	0	0.00	0
Industrial	279	1,569.92	12,252,237
Agricultural	2,369	126,523.42	1,510,824,946
Preferential	434	38,644.30	258,072,680
Conservation Use	85	2,397.63	166,697,330
Enviromentally Sen	2	465.00	263,560
Commercial	158	272.40	5,774,291
Utility	25	0.00	10,085,343
Motor Vehicle	10		10
Mobile Home	0		5
Timber	0		0
Heavy Truck Equipment	0		0
Gross Digest Total	8,047	189,526.37	13,990,670,257
Exemptions-Bond	87		39,021,699
Net Bond Digest	7,960		13,951,648,558
Gross Digest	8,047	189,526.37	13,990,670,257
Exemptions M&O	799		40,609,160
Net M&O Digest	7,248		13,950,061,097
TYPE	ASSESSED VALUE	TAX LEVIED	TAX
M&O	13,950,061,097	MILLAGE	
Bond	13,951,648,558		

Ln 1, Col 1

NOTE: The new Exemptions SC, SD, SE, and SG are on the new and revised Consolidation Report.

WinGAP Technical Workshop

Important: The user may receive various error messages when running the Consolidation Report. For example, when Preferential, Conservation Use, or Environmentally Sensitive land counts do not equal the respective exemption count, a warning, as shown below, will inform the user of this situation. This warning will be issued prior to the display of the Consolidation Report. This situation **MUST** be corrected before a digest can be submitted. Please contact OLS (On Line Support) for assistance in these matters.



WinGAP Technical Workshop

Prebill Mfg Housing consolidation report: To print the Prebilled Manufactured Housing consolidation report, the user should click on this option on the **Reports >> Administration >> Consolidation Report** submenu, and the Prebilled Manufactured Consolidation Report preview window will appear, below, where the report can be printed.

Page 1

03/18/2005
Prebilled Mfg Housing Consolidation Report
1

Tax District

Taxable	Exempt	Taxable & Exempt
Count: 0	Count: 0	Count: 0
FUU % Value: 00,002	FUU % Value: 0	FUU % Value: 00,002

Tax District 01

Taxable	Exempt	Taxable & Exempt
Count: 454	Count: 0	Count: 454
FUU % Value: 0,000,429	FUU % Value: 0	FUU % Value: 0,000,429

Tax District 02

Taxable	Exempt	Taxable & Exempt
Count: 141	Count: 0	Count: 141
FUU % Value: 2,119,384	FUU % Value: 0	FUU % Value: 2,119,384

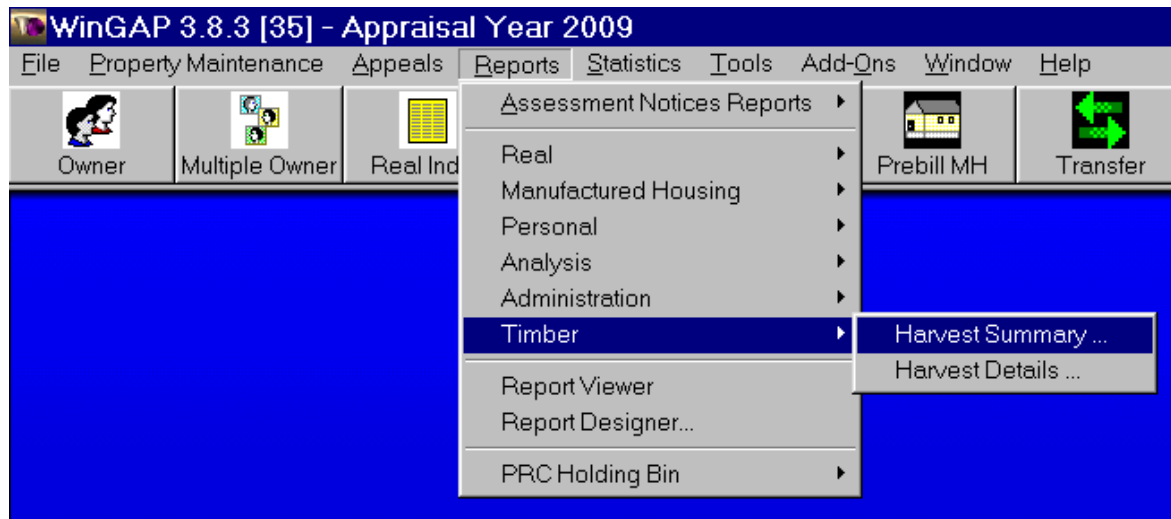
Prebilled Count & Value Summary

Taxable	Exempt	Taxable & Exempt
Total Count: 601	Total Count: 0	Total Count: 601
Total FUU % Value: 2,320,135	Total FUU % Value: 0	Total FUU % Value: 2,320,135

WinGAP Technical Workshop

Timber

The Timber option on the Reports Menu produces a sub-menu where two Timber Harvest reports can be printed.



- **Harvest Summary**

Summary dollar values for the amount of timber harvested in the County for any Harvest Year are obtained by clicking on the Harvest Summary option on the Timber Menu. This produces the Timber Report Form, where the Harvest Year is entered.



After keying the Harvest Year (the field defaults to the current appraisal year), and clicking the OK Button, the Harvest Summary Print Preview will appear, shown on the next page.

WinGAP Technical Workshop

Preview -

Page 1

Clinch County Timber Report

2001

Harvest Quarter

	0.00	1.00	2.00	3.00	4.00	Sum
Lump Sum	0	562,896	99,361	172,570	232,372	1,067,198
Owner Harvest	0	0	0	121,877		121,877
Unit Price	0	0	200,122	130,120	65,306	395,548
Sum	0	562,896	299,483	624,567	297,678	1,784,583

There is a column on the report are for each quarter of the year, along with a summary for the entire year. Totals for the three types of harvested timber are shown in each row.

- Harvest Details**

A detailed listing for each land owner where timber was harvested in the County for any Harvest Year is obtained by clicking on the Harvest Details option on the Timber Menu. This produces the Timber Report Form, where the Harvest Year is entered.

WinGAP - Timber Report

Harvest Year

Help Cancel OK

After keying the Harvest Year (the field defaults to the current appraisal year), and clicking the OK Button, the detailed Harvest Summary Print Preview will appear, shown on the next page.

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[illegible]